



[EdVestors](#)' mission is to advance equitable, meaningful education that prepares every Boston student to activate their power and shape their future. EdVestors combines strategic investments, content expertise, and collaborative implementation to drive system-level impact in Boston schools. Since 2002, EdVestors has raised and invested over \$52 million in school improvement efforts.

EdVestors serves as a:

- **Connector** that partners with the district, schools, community-based organizations, higher education, and philanthropy to advance efforts in issue areas that are a priority for schools and students.
- **Catalyst** for systems change in Boston, creating pathways from classroom to career, ensuring access to arts education, improving math teaching and learning, and seeding racial equity efforts in schools.
- **Champion** that shines a light on the educators and schools that create and continuously improve learning environments where all students thrive.

EdVestors' current work focuses on the arts, math, career pathways, and racial equity. The Boston Arts Internship sits at the intersection of EdVestors' [Boston Public Schools Arts Expansion](#) efforts & [Career Pathways](#) efforts. Through BPS Arts Expansion, EdVestors has increased equitable access to quality arts education experiences for students throughout the Boston Public Schools and expanded coordinated efforts focused on arts career connected learning. Through Career Pathways, EdVestors has led initiatives that broaden access to career exploration and industry-focused learning experiences for BPS students.

The Boston Arts Internship Program is a seven-week summer program for up to 48 Boston public high school students entering their senior year. Students work as interns at arts and cultural worksites and attend program cohort days dedicated to college and career readiness, cultural experiences, and college visits. Through a partnership with the [Boston Private Industry Council \(PIC\)](#), Boston Public School students will be recruited and apply for the program. Worksites will have the opportunity to interview and select their interns. Once selected and hired, students will be paid a \$25+ hourly wage through the PIC for their internship and cohort days. Worksite organizations will receive a stipend of \$2,000 per intern for serving as a host worksite and contributing to the implementation of program cohort days.

Worksite Expectations:

Organizations eligible to serve as a Boston Arts Internship worksite will:

- Offer a meaningful work-based learning opportunity that connects interns with worksite staff, and enables them to gain first-hand knowledge of the worksite's mission, day-to-day operations, and culminates in a high-quality capstone project that can be added to the intern's portfolio.
- Mentor and work with rising high school seniors.
- Foster a safe physical and socio-emotional environment for youth of different abilities, cultural backgrounds, gender expressions, and other forms of identity.
- Engage in conversations with EdVestors staff regarding interns' health, safety, and wellness.
- Participate in BAI Worksite programming, including but not limited to Worksite Orientation, Student Interviews, Intern Meet and Greet, Professional Development Day, BAI Meetings (Midprogram Checkin, Site Visits, Program Debrief).

Boston Arts Internship worksites must have:

- *Internship Design & Structure*
 - Capacity and infrastructure necessary to host 2-6 student interns.
 - Availability to host and supervise interns 3 days a week (Wednesday-Friday), 18 hours/week

- for 6 weeks (July 8-August 14, 2026).
- Willingness to host interns on-site for all work days and all 18 required hours.
- Identified job placements within the organization, including a specific, defined capstone project and artifact that the interns will complete as part of their job responsibilities.
- **Supervision**
 - Designated supervisor(s) available during the majority of the summer internship period (at least 5 of 6 weeks), and responsible for facilitating a meaningful work experience for the intern, providing feedback and mentorship.
 - Regular communication with BAI staff on student progress, worksite needs, and any changes that may arise during the summer.
 - Capacity to provide oversight of interns' weekly hours.
- **Evaluation**
 - Willingness to utilize the Massachusetts Work-Based Learning Plan in collaboration with interns (individually) to measure their improvement in employability, workplace and career-specific skills.
 - Willingness to assess individual intern's progress through a mid and end of program evaluation facilitated by BAI national evaluator. Select worksites may also be asked to participate in interviews.
 - Willingness to provide feedback on the worksite experience through an end-of-program survey.
 - Willingness to host Boston Arts Internship program staff and evaluator for in-person site visits to observe interns and the worksite experience.
- **Cohort Programming**
 - Willingness to support cohort meetings that connect interns to Boston's arts and culture community through activities such as: facilitating an arts based workshop, participating in the arts and culture career panel, inviting the cohort to an event or performance, providing a tour of your organization's artistic spaces.

Program Timeline:

December 12, 2025, 1-2:30 pm
 January 16, 2026, 4 pm
 March 23, 2026, 3-4:30 pm
 March-April, 2026

[Virtual Information Session \(optional\) via Zoom video conference](#)

Final Application Deadline

Virtual Worksite Orientation

Students interviewed, selected, and hired with support from PIC.

Interview Dates include:

March 25 and April 7 & 16, 2025, 3:30-6 pm

In person at EdVestors' offices in Back Bay

In-person Worksite Supervisor and Intern Meet & Greet

Intern Orientation

Worksite Supervisor and Intern Professional Development Day

Wednesday-Fridays: Interns work at partner worksites

Monday and Tuesdays: Interns attend cohort programming

Virtual Worksite Midsummer Check-In Meeting

Final Program Celebration

Virtual Worksite Debrief Meeting

May 7, 2026, 3-5:30 pm

June 29-July 2, 2026

July 7, 2026, 9-12 pm

July 8-August 14, 2026

July 29, 2026, 3-4:30 pm

August 11, 2026, 2-3:30 pm

September 15, 2026, 3-4:30 pm

***Please note that all dates/times are subject to change.*

Application Process:

Please complete and submit the application via this [link](#). **Online submissions preferred**; please see the application questions below for reference and accessibility purposes. Applications are due no later than **4pm on Friday, January 16, 2026**. Worksites will be accepted on a rolling basis, and we strongly encourage early applications as this will support planning and recruitment efforts.

Questions:

Please contact artsinternship@edvestors.org (preferred); (617) 585-5740.

WORKSITE APPLICATION QUESTIONS

(For reference and accessibility purposes only. Please submit your application via this [online form here](#).)

1. ORGANIZATION:
2. ADDRESS:
3. CONTACT PERSON NAME AND TITLE:
4. CONTACT PERSON EMAIL:
5. CONTACT PERSON PHONE:
6. If you have an existing BILL.COM account (not required), please enter the account holder's name and email:
7. NUMBER OF INTERNS YOUR ORGANIZATION CAN HOST: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6
☐ 2-4 interns ☐ 4-6 interns ☐ other
8. INTERN DIRECT SUPERVISOR(S) AND TITLE(S) (if different from Contact Person):
9. INTERN SUPERVISOR(S) EMAIL(S):
10. INTERN SUPERVISOR(S) PHONE(S):

Please write a brief response (1-2 paragraphs maximum for each question) to the following, not to exceed 3 pages total.

11. Have you participated in BAI as a worksite before?
☐ Yes (Returning Worksite - 2+ years) ☐ Yes (Returning Worksite - 2nd year) ☐ No (New Applicant)
12. Internships should meet 18 hours per week Wednesday-Friday from July 8-August 14. Please describe the interns' typical work schedule. *For example, Wed-Fri, 9 am-4 pm or 11 am-6 pm, including an unpaid 1-hour for breakfast and lunch collectively.*
 - Interns may work up to 9 hours per work day according to MA law, please see the [Guide for Working Teens](#) for reference.
 - Please note in your response:
 - If work hours will take place outside of the business hours of Monday-Friday, 9-5 pm during any portion of the internship (weekend or evenings before 10 pm).
 - If your organization closes its offices during any period throughout the program, including half days or full weekday closures, please provide a plan for accommodating all (18) intern hours (per week).
 - If there are any Mondays or Tuesdays that you would prefer your intern(s) be available for work (such as a special event or field trip).
13. Will the supervisor be out of the office for any extended period of time (such as a planned vacation) during the summer? ☐ Yes ☐ No ☐ Too Early to Know; Will Follow Up
14. If so, please indicate that schedule and describe who will be covering for them during that time.
15. Which of the following best describes the planned structure of your internship(s):
 - In Person: Interns will work completely in-person in accordance with health and safety guidelines
 - Hybrid: Please describe
16. If you indicated hybrid, please describe what kind of technology access interns would need to work remotely. Check all that apply: ☐ Internet ☐ Computer (PC/Mac) ☐ Phone ☐ Software (i.e. MS Office, Zoom) ☐ Other:
17. Please describe how your organization plans to support your interns' needs. Please include a description of their workspace and access to meals (if applicable for in person work hours).

18. Please describe how your organization might be willing to support BAI cohort meetings and/or arts and culture experiences. Examples include facilitating an arts based workshop, participating in the arts and culture career panel, inviting the cohort to an event or performance, providing a tour of your organization's artistic spaces.
19. Please share any significant staffing or organizational changes that will be helpful for the BAI team to know for this upcoming summer.

Job Description

20. Please review the following BAI Job Description Template and linked job description examples. Use the Blank Template to create your worksite's job description(s). Worksite job description documents must be submitted as a Google Doc (Permissions: Anyone with the link - Edit) or as a Microsoft Word document. PDFs and JPEGs will not be accepted. (**Required question*)

[BAI Job Description Template - For Review](#)

[BlankTemplate_BAIJobDescription2026](#) (Click File, then Download (or Make a Copy), to save a copy of the blank template and create your worksite's job description.)

Submit Editable Google Document link:

21. (OR) Upload Microsoft Word Document:

New Applicants Only

22. Please provide a brief description of your organization. Please describe why you are interested in serving as a worksite for the BAI program, including how you hope your organization will benefit from hosting teen interns.
23. Please describe your organization's experience working with teens and supervising internships. Please also address: What do you think will make a meaningful arts work-based learning experience? How do you hope to cultivate this experience? If applicable, include specifics regarding the designated supervisor's familiarity and experience with work-based learning, mentorship, and creative youth development.
24. Please describe how your organization and this internship supports all students, including considering all learning styles, a variety of personal circumstances and needs, and providing appropriate accommodations for individuals with disabilities. For example, asking interns (as the intern is comfortable) to share any access needs, dietary needs/restrictions; asking interns how they learn best and what the best ways to communicate with them are; accommodating any religious holidays in scheduling, providing time for prayer, if needed; quiet spaces to work, physically accessible workspaces, providing gender neutral or single stall restrooms, and so on.
25. Please describe your organization's current practices for building a diverse, equitable, and inclusive work environment. How will you foster interns' sense of belonging at your organization?

Supplemental Attachments:

26. Short bios of the direct supervisor(s) for the teen interns. (**This is optional for returning worksites if the supervisor will be the same as in prior years.*)

Submit document link below:

27. (OR) Upload Microsoft Word Document or PDF:

- 28.** Feel free to submit any additional materials describing your organization's background and programs.
Submit document link below:
- 29.** (OR) Upload Microsoft Word Document or PDF: