

Arts Workforce Initiative 2023 Reference Guide For Prospective Host Organizations and Apprentices

Deadlines and FAQs

[Organization FAQs: Pages 2 - 5](#) | [Apprentice FAQs: Pages 6-9](#)

Deadlines for Host Organizations	Deadline for Apprentices
<p>- Wednesday, February 8th - “Intent to Apply” Application Opens</p> <p>- <i>Monday, February 9th</i> - COA Begins to Review “Intent to Apply” Applications</p> <p>- Friday, February 24th - EXTENSION: Tuesday, February 28th at 12pm EST - “Intent to Apply” Application Closes</p> <p>- Wednesday, March 1st - Thursday, March 2nd- Review of “Intent to Apply” Applications End & Selected Organizations Are Invited to Apply & Official Applications Open (on SurveyMonkey Apply)</p> <p>UPDATE as of 6:20 pm EST on March 2, 2023 - Organizations that submitted an Intent to Apply haven’t been notified if they’re invited to officially apply or not, yet. Please standby.</p> <p>UPDATE as of March 9, 2023 - Organizations that submitted an Intent to Apply have been notified if they’re invited to officially apply.</p> <p>- <i>Monday, March 6th</i> - COA Begins to Review Official Applications</p> <p>- Thursday, March 30th - Official applications close at 12pm EST</p> <p>- <i>Wednesday, April 5th</i> - Review of Official Application Ends</p> <p>- By Thursday, April 27th - Organizations are matched with Apprentices</p> <p>UPDATE as of April 27, 2023 - Official announcements about selections will go out the week of May 1, 2023.</p> <p>- Monday, May 1st - Selected Organizations and Apprentices receive survey about One-Day Creative Workforce Event</p>	<p>- Wednesday, March 1st - Application Opens (on SurveyMonkey Apply)</p> <p>- <i>Monday, March 13th</i> - Phone/Video Interviews Begin</p> <p>- Thursday, March 30th - Official applications close at 12pm EST</p> <p>- By Thursday, April 27th - Apprenticeships are Matched with Organizations</p> <p>UPDATE as of April 27, 2023 - Official announcements about selections will go out the week of May 1, 2023.</p> <p>- Monday, May 1st - Selected Organizations and Apprentices receive survey about One-Day Creative Workforce Event</p> <p>- By Thursday, May 4th - Non-Selected Apprentices are Connected with Non-Selected Organizations for Mentorship/Volunteer Interest</p> <p>- Tuesday, May 23rd - 2023 AWI Orientation for Selected Apprentices & One-Day Creative Workforce WorkshopSummit (REQUIRED)</p> <p>- June-September - Apprenticeship Occurs, Apprentice Check-ins (3 check-ins)</p> <p>- Thursday, September 28th - Final Report Due (SurveyMonkey Apply)</p>

Kindly note, dates are subject to change so please make sure you’re subscribed to the COA newsletter and add Kolton Harris (kolton.harris@ct.gov) and Brianna Walston (brianna@brvisionaryconsulting.com) to your contact list to avoid emails going to spam.

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<ul style="list-style-type: none"> - By Thursday, May 4th - Non-Selected Organizations Are Connected with Non-Selected Apprentices for Mentorship/Volunteer/Aligned Interests - Tuesday, May 23rd - 2023 AWI Orientation for Selected Organizations & One-Day Creative Workforce Workshop (REQUIRED) - June-September - Apprenticeship Occurs, Organization Supervisor Check-ins (3 check-ins) - Thursday, September 28th - Final Report Due (SurveyMonkey Apply) 	
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Common FAQs - Host Organizations

What is the Arts Workforce Initiative?

The Arts Workforce Initiative (AWI) is a paid apprenticeship program that gives Connecticut based college students, emerging creatives, formerly incarcerated individuals, military veterans and individuals interested in exploring a career in the arts an opportunity to gain high-level professional work experience with not-for-profit arts and cultural organizations throughout the state.

A host organization must provide a hands-on and engaging learning opportunity that allows an individual to gain relevant skills and work experience in the arts. Organizations are encouraged to submit a project-based job description (vs. a description with a general list of responsibilities.)

Selected host organizations will be granted \$3,750 to be used to pay an hourly rate of \$15. Selected participants work 25 hours a week for 10 weeks for the selected host organization. Participants receive payment from the host organization where their apprenticeship will take place.

What types of organizations are considered for AWI?

We consider organizations that align with the READI framework.

READI stands for Relevance, Equity, Access, Diversity and Inclusion. More information about the framework can be found [here](#).

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How do I know that I'm a good fit?

Your organization is good fit if:

- Its mission and values align with READI.
- It has experience managing apprentices.
- It has the capacity to manage apprentices.
- It has an open role for an apprentice—particularly project-based work that's descriptive, engaging and goes beyond general tasks.
- It has a positive work environment for talent to thrive (in-person and virtually).
- Its leadership has bandwidth to support an apprentice. (Kindly note, we receive apprenticeship applications with different experience levels.)

What is an “Intent to Apply” application?”

The “Intent to Apply” application is a requirement and preliminary screening to the official application process. By submitting an “Intent to Apply,” you're notifying us that you want to be considered for the AWI program.

How can my “Intent to Apply” application stand out from other organizations?

To make your application stand out, please complete the entire application. Also, be intentional and thorough with your answers--particularly the uploaded job description and open-ended questions. Kindly note, you can only upload one job description.

How many roles/job descriptions can I submit in my application? How many apprentices will I receive?

Only one job description is allowed. Selected host organizations will receive one apprentice.

What do you mean by “project-based work?”

We want to ensure both the host organization and apprentice have an enriching experience. We recommend framing your job description around one core need or project so that you a) have an easier time showing how grant funds will positively impact your organization and b) maximizing the value you're able to provide to the apprentice as they conduct focused work. For example, instead of submitting a description that lists general responsibilities of a video editor, frame the video editing tasks around integrating the apprentice into your organization's culture and the desired outcome (i.e compiling a recap of summer activities to be shared on social media, newsletter, board members, etc).

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I've been chosen to apply for the program, now what...?

After submitting an Intent to Apply application, selected organizations will be notified and invited to submit an official application. Official applications will be reviewed and 12 organizations will be selected to be a host organization by April 27th.

If selected to be a host organization, how do I onboard (i.e. overview of responsibilities, payroll, work schedule, etc) my apprentice?

Because each organization is different, each organization will be responsible for onboarding their apprentice. We recommend that supervisors review the job description, confirm working hours and reporting of hours; and decide convenient communication methods with their selected apprentice.

For payroll, please consult with your HR department to determine which documentation (i.e. W4, W9, 1099, etc) you should give to your apprentice. Payment to the apprentice is provided by the organization. The payment schedule should be discussed with your HR department and agreed upon with your apprentice.

Apprentices and their supervisors are to determine the exact work schedule (*this includes the June-start date*). The exact start-date is up to the organization and the apprentice, but all apprenticeships are expected to begin by mid-June. Additionally, we expect all apprenticeships to be completed by August 30th, but no later than mid-September. The requirement is 250 completed hours (*25 hours a week for 10 weeks; no more than 40 hours a week. Hours can be consolidated on a case by case basis.*)

What documentation am I responsible for during and post the apprenticeship?

Before the apprenticeship begins, please submit a copy of the agreed work schedule to the Brianna Regine Visionary Consulting (BRVC) team (AWI's Operations Consultant). During the apprenticeship, you aren't required to submit documentation to the Office of the Arts.

Kindly note, at least three check-ins with BRVC or Kolton (COA's Program Associate) are required. The check-in will be virtual and planned in advance.

After the apprenticeship, you are required to submit a Final Report which will look similar to this report. The report is due by September 28th. Kindly note, this Final Report is separate from the apprentice's final report. Neither require collaboration.

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What are some supervisor dos and don'ts?

We want all of our organization and apprentice matches to be positive, educational and resourceful. Some “Dos” include:

- Create an evaluation process that tracks your apprentice’s progress
- Have consistent and effective communication with your apprentice
- Contact us immediately if there are any issues so that we can support you
- As a reminder, this apprenticeship is for an engaging hands-on high level experience. The apprenticeship should go beyond mundane tasks and reflect a practical work experience
- Stick to the job description that’s approved by the Office of The Arts
- Offer insight and ask questions
- Be transparent
- Over-communicate to ensure everyone is on the same page
- Find ways to meet your apprentice in the middle (especially with training/teaching and being open minded to different learning methods)
- Hold each other accountable by setting deadlines and asking questions for clarity
- Be empathetic and kind

You can also [watch this video](#) for suggestions on how to create an ideal experience for your apprentice.

Do I get to choose my apprentice?

To avoid biases and maximize the value of the AWI experience for host organizations and apprentices, the entire matching process will be completed by the Connecticut Office of the Arts and BRVC. Neither prospective organizations nor apprentices will have insight into either candidate pool during the application process. Matches are determined by a variety of factors including but not limited to: common interests and values, skills, location, alignment with READI and alums to the program.**

** Organizations and apprentices that have previously applied and/or have been accepted are encouraged to apply to the AWI program again. However, being an AWI alum doesn’t guarantee placement.

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If I'm not selected as a Host Organization, can I become a mentor, offer a paid apprenticeship outside of AWI or a volunteer position?

Yes! We believe mentorship and volunteering is a rewarding experience that gives the mentor and mentee the opportunity to build authentic relationships, learn from each other, become empowered to make decisions, enhance hard and soft skills, and identify alternative solutions that can further advance Connecticut's arts ecosystem. Also, if you're able to offer a paid apprenticeship not funded by AWI, we strongly encourage you to do so. Non-selected organizations and apprentices will receive information to facilitate their own outreach by May 4th.

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Selected host organizations will be granted \$3,750 to be used to pay an hourly rate of \$15. Selected participants work 25 hours a week for 10 weeks for the selected host organization. Participants receive payment from the host organization where their apprenticeship will take place.

What types of organizations can I apply for? What types of organizations should I apply for?

We consider organizations that align with the READI framework.

READI stands for Relevance, Equity, Access, Diversity and Inclusion. More information about the framework can be found [here](#).

When you submit your application, you're applying to be an apprentice in the AWI program, generally--not a specific organization.

What makes a quality application?

To make your application stand out, please complete the entire application. Also, be intentional and thorough with your answers--particularly the open-ended questions. Also, be sure you upload an updated resume. (Kindly note, all experience levels are welcome to apply.)

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How many AWI apprentices will be selected this year?

There will be 12 apprentices selected.

What is a Work Journal?

A work journal is a living document that will allow you to keep track of your hours and completed tasks at your host organization. Your Work Journal will also help you complete your final report. It's recommended that you update the work journal after each shift. Apprentices are responsible for creating and updating their Work Journal. Work Journals must be submitted in the apprentice's final report due on September 28th.

We recommend that you use excel or word to create/update your Work Journal.

How do I properly network/nurture relationships with my supervisors and organization members? What are some interview dos and don'ts?

We want all of our organization and apprentice matches to be positive, educational and resourceful. Some "Dos" include:

- Review all and any submitted assignments for grammatical errors
- Be responsive and timely
- Be an effective verbal and written communicator
- Dress appropriately
- Express moments of gratitude to your supervisor/organization members
- Observe rules and the way things are done within your organization
- Offer insight and ask questions
- Be transparent
- Over-communicate to ensure everyone is on the same page
- Find ways to meet your supervisor in the middle (especially with training/teaching and being open minded to learning)
- Hold each other accountable by setting deadlines and asking questions for clarity
- Be empathetic and kind

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** Organizations and apprentices that have previously applied and/or have been accepted are encouraged to apply to the AWI program again. However, being an AWI alum doesn't guarantee placement.

How will I be onboarded and paid? When should I expect payment?

Because each organization is different, each organization will be responsible for onboarding their apprentice. We recommend that supervisors review the job description, confirm working hours and reporting of hours; and decide convenient communication methods with their selected apprentice.

For payroll, organizations will consult with their HR department to determine which documentation (i.e. W4, W9, 1099, etc) they should give to their apprentice. Payment to the apprentice is provided by the organization. The payment schedule should be discussed with your HR department and agreed upon with your apprentice.

Apprentices and their supervisors are to determine the exact work schedule (*this includes the June-start date*). The exact start-date is up to the organization and the apprentice, but all apprenticeships are expected to begin by mid-June. Additionally, we expect all apprenticeships to be completed by August 30th, but no later than mid-September. The requirement is 250 completed hours (*25 hours a week for 10 weeks; no more than 40 hours a week. Hours can be consolidated on a case by case basis.*)

Lastly, you should NOT be paying for any programs, premium features for tools, etc. If your organizer is requesting the use of a costly tool to complete a task, they should be the ones to pay for it.

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After the apprenticeship, you are required to submit a Final Report/Survey. The report is due by September 28th. Kindly note, this Final Report is separate from the organization's final report. Neither require collaboration.

If I'm not selected as an Apprentice, how do I become a mentee, find a paid apprenticeship outside of AWI or become a volunteer at an organization?

Yes! We believe mentorship and volunteering is a rewarding experience that gives the mentor and mentee the opportunity to build authentic relationships, learn from each other, become empowered to make decisions, enhance hard and soft skills, and identify alternative solutions that can further advance Connecticut's arts scene. Also, if you're able to get an offered paid apprenticeship not funded by AWI, we strongly encourage you to do so. Non-selected organizations and apprentices will receive information to facilitate their own outreach by May 4th.

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