



Bexar County Arts Intern Program Guidelines: 2026

Program Overview: Bexar County Commissioners Court established an arts internship program for local nonprofit arts organizations to provide paid internship to an undergraduate student to assist with seasonal or special projects. GenerationNEXT of the Tobin Center for the Performing Arts (GenerationNext) will facilitate the program. Fourteen organizations will be selected to receive grants to pay the interns. The program is open to currently enrolled undergraduate students who reside in Bexar County and are attending a college or university. Proof of Bexar County residency is required; however, the institution attended does not need to be located within Bexar County. Students who have previously earned a bachelor's degree or higher are not eligible to participate.

The program is a ten-week engagement beginning on June 1, 2026, and ending on August 7th, 2026.

Purpose: To give undergraduate students meaningful on-the-job training and experience working with a nonprofit arts organization and to foster future leaders and advocates for the arts sector in Bexar County. Selected students will develop a closer understanding of how the arts benefit their community along with real-world applications of business skills that can be applied to their careers. Arts organizations will receive assistance from motivated students on seasonal or special projects.

Arts Organization Eligibility: All arts organizations with 501(c)(3) not-for-profit status that are located in Bexar County; have a working board of directors; have been in operation for more than 5 years; and are financially viable, as determined by a review of financial documents, will be eligible to apply.

A panel of Generation NEXT and Bexar County representatives will select fourteen arts organizations for participation in the program based on the specific activities the interns will be involved in, the effect or value of the activities to the organizations, the benefits to the community of Bexar County, and the ability of the organizations to carry out the program/activity. Previous grant recipients can reapply. Each selected organization will receive a \$4,400 internship award. The award must cover all the costs incurred by the organization for the intern during the ten-week program, including administrative and other intern-related expenses as outlined in their intern application. Interns must be compensated at least monthly, although organizations are encouraged to follow their regular payroll schedules. Organizations must be prepared to cover initial costs until grant funds are dispersed. Internship awards will be distributed to selected organizations in two payments, on or about June 3rd and on or about August 7th, 2026.

Internship programs must be ready to start on June 1st and conclude on or after August 7th, 2026, but not earlier. Interns must work at exactly 40 hours per week. Work hours may include weeknights and weekends as required by the organization's schedule, and may vary from week

to week, provided the intern fulfills the 40-hour weekly commitment. Selected organizations will be solely responsible for recruiting, interviewing, hiring, and training the interns.

Participating organizations must maintain internship applications on their websites. Prospective students will access and submit applications directly through the arts organization. Student applicants will also be directed to the organization's application through a link on The Tobin Center website. Organizations selected for the program must have their internship applications available on their websites by February 23rd, 2026. Selected organizations are responsible for selecting their intern and notifying GenerationNEXT of their selections no later than April 30th, 2026.

Organizations that wish to participate in the Bexar County Arts Intern Program will be required to submit to Generation NEXT a copy of their intern application as seen on their website as part of their grant application. A panel of GenerationNEXT and Bexar County representatives will select the ten organizations for participation in the program based on the specific activities the intern will be involved in, the effect or value of the activity to the organization, the benefit to the community of Bexar County, and the ability of the organization to carry out the program/activity.

Each affiliate and their selected intern must also agree to participate in at least two public presentations to promote the program.

Bexar County Arts Intern Program Facilitated by Generation NEXT Schedule:

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| January 19th | Bexar County Arts Internship Program 2026 is announced. |
| February 23rd | Arts Internship grant requests, including any and all required documentation, are due to The Tobin Center on or before Monday, February 23, 2026 at 5 pm. Requests may be submitted via email, hand delivery, or electronic entry. |
| March 2nd | Proposals will be reviewed by the selection committee during the week of March 2, 2026. |
| March 9th | The Tobin Center will announce the fourteen arts organizations selected for the 2026 Arts Internship Program.

Selected organizations will post online intern applications.

Organizations will begin accepting intern applications from qualifying students. |
| April 30th | Organizations report student selections to GenerationNEXT, including required intern documentation |
| June 1st | The program begins, interns report to organizations |

TBA	Interns will be presented to Commissioners Court with the date to be determined based on Bexar County scheduling and agenda availability.
June 3/Aug 7	Grant payments will be issued to the participating organizations.
TBA	The Tobin Center will host a reception for interns, arts organizations, and the Bexar County Commissioners Court.
August 7th	The 2026 Bexar County Arts Internships end.
September 4th	Participating organizations' notarized verification forms are due to GenerationNEXT for submission to Bexar County.

Organization Application Process

Eligibility: Any not-for-profit arts organizations located in Bexar County with 501 (c) (3) status that is not a museum, municipal organization, or part of a college or university is eligible.

An organization must meet all the following requirements to apply:

1. Have 501(c)(3) tax-exempt status as defined by the IRS for at least 5 years.
2. Have main office in Bexar County.
3. Has its primary mission to provide arts programming or services in Bexar County.
4. Have a functioning board of directors that meets regularly, with 51% of its directors residing in Bexar County. A current contact list with email addresses is required.
5. Have been operating/producing for a minimum of 5 years and be able to show proof of activity, performances, exhibits, publications, events, and outreach programs for each of the most recent 5-year periods.
6. Have at least one full-time staff member in charge of the organization.
7. Have complied with all applicable federal, state, and local laws and ordinances, including but not limited to those that bar discrimination based on race, color, religion, national origin, ancestry, sex, age, condition of physical or mental disability or marital status or political affiliation.

College or university arts organizations, departments, or programs; municipal organizations; and museums are not eligible to apply.

Organizations' Additional Requirements

1. Complete and return notarized intern verification form to Gen NEXT on or before 5 pm on September 4, 2026.
2. Agree to have a staff representative and their intern attend the intern presentation event at Commissioners Court. (Date TBA)*
3. Agree to have a staff representative and intern attend a recognition event. (Date TBA)*
4. Pay mileage equal to the federal rate at the time for any use of the intern's vehicle.

**Failure to attend these mandatory events other than for unforeseen emergency reasons may result in the organization's application not being accepted in the following year.*

Information to be included on the organization's application, DUE February 23, 2026:

1. Name of organization and address
2. Applicant's name and title
3. Applicant's address, telephone, contact cell number
4. Name and title of the person in charge of the intern program (the person the intern will be working directly with during the duration of the internship) and their email and phone contact information
5. Executive director's name, email, and phone contact information.
6. Description of internship project(s): A comprehensive, specific, and detailed explanation of the work project(s), assignments, and activities that the selected Intern will be given to accomplish in the 10-week program. Successful applications include what department(s) the intern will be involved in and descriptions of mentor relationships within the organization. If the assignments/projects are a continuation of or in some way related to a project assigned in a previous year, please indicate them as such in your explanation.
7. How the completion of the intern's assigned project(s) is intended to impact both the organization and Bexar County
8. Agreement signature
9. A current Board of Directors contact list with email addresses
10. Most recent IRS Form 990
11. Copy of IRS notification of 501(c)(3) tax-exempt status
12. Proof of principle offices in Bexar County
13. Proof of operation for a minimum 5-year period
14. A copy of the intern application form

Examples of program/ performance activity may be required upon request.

Student Eligibility

Currently enrolled undergraduate college students who are **Bexar County residents**, attending a college or university in or outside of Bexar County, as long as the student *is a resident of Bexar County and does not already hold a bachelor's degree*, are eligible to participate.

Residency means the location where the student lives when not attending college or university. For example, if the student went to high school in Bexar County, the parents live in Bexar County, and the address on the student's transcript and driver's license is a Bexar County address, that student is considered a Bexar County resident.

Students will apply directly to the participating organizations through applications posted on the organizations' websites. Organizations will select and hire the student interns. Requirements for each organization's internship may vary and be very specific to that organization's needs.

Students selected will be required to follow the agreed-upon job description as outlined by the organization, including but not limited to a 40-hour work week and attendance at required events.