



Gyo Obata Fellowship

for Arts Management

The Gyo Obata Fellowship strives to create opportunities for more diverse, inclusive, and equitable access to the arts community as a whole, and specifically, in the fields of arts administration and management.

Gyo Obata Fellows -- a group diverse in both identity and areas of study -- will be employed for a period of 10-weeks in one of several different local nonprofit arts organizations. In order to qualify, organizations will have demonstrated their ability and willingness to host a Fellow in substantive, meaningful, paid, full-time work that will illuminate the range of activities and opportunities, including administration and management, that are available in that particular institution.

Fellows will, in addition to gaining on-the-job training and meaningful exposure to local nonprofit arts organizations, also take part in the following:

- Meet weekly as a group (the "cohort") for onsite visits to all Fellow host organizations.
- Take part in regular professional development workshops and cultural/social outings.
- Be mentored by a local arts administrator outside of the host organization.

Term: The Gyo Obata Fellowship is a full-time, 10-week position (40 hours per week) beginning **Monday, June 2, 2025** and ending **Friday, August 8, 2025**. Fellows receive a stipend as outlined in the paragraph below.

Stipend: The \$8,000* stipend is divided into three payments and is based on the expectation – in good faith – that all Fellows will complete the full duration of the

program. The first payment (\$1,000) is issued after week two of the program. The second payment (\$3,500) is issued after week five of the program, and the third payment (\$3,500) is issued after the completion of week 10 of the program. **(If a Fellow is not performing their duties as outlined by the Fellowship guidelines/agreement or as outlined by the host organization, the Fellow's stipend may be modified, or the Fellowship terminated.)*

Site Visits: Over the course of the Fellowship, the cohort will make site visits to all participating host organizations. These visits will offer Fellows an opportunity to learn about the work of their peers and the mission, programming, and infrastructure of a broader cross-section of St. Louis arts organizations. Site visits may take the form of tours, performances, workshops, or panel discussions with staff. The structure of each visit is left up to the host organization and its Fellow, who decide together what approach best represents and works best for each particular organization.

Professional Development: An integral component of the Fellowship is participation in the professional development series. The Fellowship administrator will host weekly professional development sessions, intended to afford Fellows the opportunity to speak with, hear from, and network with leaders in the St. Louis public arts community.

Host Organization Eligibility and Requirements

- Each organization must be a 501(c)(3) nonprofit arts organization located in the St. Louis Metropolitan Area with a commitment to equity in the arts.
- Have an annual operating budget of \$200,000 or more.
- Have a minimum of one full-time staff member, with the ability, willingness, and bandwidth to commit time to supervising a Fellow.
- Have dedicated, accessible, and furnished office space in which a Fellow can work and have access to a reliable computer and the ability to use shared office equipment necessary to perform daily tasks.
- Can provide Fellow with challenging, substantive, and meaningful opportunities and/or projects that are not simply clerical/busy work.
- Can provide a positive and supportive working and learning environment.

Arts Management Projects

The Gyo Obata Fellowship is a mutually beneficial program that provides a positive impact for both the host organization and the Fellow. While working at their host organization, Fellows should gain experience in key areas of arts management, such



as fundraising, financial management, marketing, and/or programming. In considering what constitutes a meaningful Fellow project, host organizations should consider projects, duties, or other activities important to the daily and longer-term successful operation of their organization. These chosen activities should also offer the Fellow an opportunity to develop practical, work-related skills. The assignment of Fellows to host organizations will be based, whenever possible, on how proposed projects and/or arts organizations correlate with the talents and interests of student applicants.

Supervisor Responsibilities

The host organization must assign one primary supervisor to the Fellow. The Gyo Obata Fellowship requires each supervisor to:

- Attend a program orientation before the program kickoff.
- Attend kickoff and closing ceremonies.
- Serve as an accessible mentor to the organization's Fellow.
- Assist and support the Fellow in planning a site visit for the Obata cohort.
- Participate in an evaluation of the Fellow and the Fellowship program at the end of the Fellowship.
- Connect with a Fellow's assigned mentor to share updates twice per month (a minimum of five updates throughout the program).

Fellows will be held to the same standards and personnel policies as the organization's staff. If free parking, parking stipend, or transit stipend is provided to the host organization staff, the same accommodations must be made for the Fellow. If the office is closed for a holiday and staff are not required to work, Fellows will also receive this benefit.

Fellow Eligibility

While the Gyo Obata Fellowship is intended for students from backgrounds underrepresented in public arts administration and community at large, the Foundation encourages eligible candidates from all backgrounds to apply for consideration. The Gateway Foundation (herein referred to as the Foundation) is an equal opportunity employer and does not discriminate on the basis of any protected trait under the law. Candidates are sought from all areas of undergraduate study at any institution of higher education – trade school, community college, public or private university—and are not required to have demonstrated a previous commitment to the arts.



Applicants should:

- Be a member of a group underrepresented in careers related to public arts administration – among other things – race/ethnicity, gender, gender identification, sexual orientation, national origin, native language, socioeconomic status, cultural background, physical or other disability, citizenship status, religion, and/or any life experiences that add a diverse and underrepresented perspective.
- Be actively enrolled as a full-time undergraduate in either a bachelor's or an associate's degree program. Students must have completed at least one semester or two quarters of college by June. Students who graduated the semester or quarter immediately before the internship begins are also eligible. (Students who are enrolled in a second BA or BS program are not eligible.)
- Attend college in or be a permanent resident of the St. Louis Metropolitan Area and be a United States citizen or permanent resident (non-citizen authorized to live and work in the United States on a permanent basis, also known as a "green card" holder). Students with DACA (Deferred Action for Childhood Arrival) status valid through the internship period are also eligible.



Selection Process & Timeline

The Gyo Obata Fellowship is designed to promote and advance diversity in arts management and seeks candidates from backgrounds traditionally underrepresented in associated careers. In its review of candidates, the Foundation will give preference to, but not limit consideration to, applicants with underrepresented race/ethnicity, gender, gender identification, sexual orientation, national origin, native language, socioeconomic status, cultural background, physical or other disability, citizenship status, religion, and/or any life experiences that add a diverse and underrepresented perspective.

Selection Process

The Foundation awards Fellowship placements to both student and host organizations through a competitive application, interview, and selection process. Students are matched, whenever possible, with host organizations based on students' interests and experiences/skills as they relate to the host organizations' proposed projects. Host organizations and the students will have an opportunity to rank their preference. These preferences will influence the Fellow's placement, but may not be solely determinative.

Schedule

The 2025 program dates are **Monday, June 2, 2025**, through **Friday, August 8, 2025**. All Fellows work full-time, for the entirety of the ten-week program at their respective arts organizations. Anticipated individualized daily work schedules will be set by the host organization and communicated to their respective Fellow and the Foundation following the matching process and again one week prior to the first day of work. The work schedule should remain the same for the duration of the Fellowship. Arts organizations must ensure that Fellows are available to attend scheduled broader Fellowship events, which occur approximately once per week. The dates of these activities will be provided by the Foundation to the organizations and should be incorporated into each Fellow's work schedule.

Fellows should plan to be present for the entirety of the ten-week program. Should unforeseen circumstances arise, Fellows are to miss no more than three days of work (approximately 24 hours) during the ten-week Fellowship for sickness or bereavement. The Fellow may be paid for these three days. If more than three days of work are missed, hours will be made up at a time mutually acceptable to both the host organization and the Fellow. Should a Fellow miss more than three days and not



make up the missing hours, the Fellow will not be compensated for missed days and if absence(s) persist, the Fellowship may be terminated.

Timeline

<i>January 8, 2025</i>	Fellowship & Host Organization Applications Open
<i>February 5, 2025</i>	Fellowship & Host Organization Applications Close
<i>February 17 - 21, 2025</i>	Interviews with Fellow Finalists
<i>Week of March 10, 2025</i>	Placement Notifications sent to Selected Fellows and Host Organizations
<i>April 2025</i>	Supervisor Orientation & Training
<i>May 2025</i>	Fellow Orientation & Training
<i>June 2, 2025</i>	Opening Ceremony
<i>June 3 - August 7, 2025</i>	Fellows work at host organization
<i>August 8, 2025</i>	Closing Ceremony



How to Apply

Applicants are required to complete and submit the online Gyo Obata Fellowship application form (which includes uploading a Personal Statement, Transcript(s), and Letters of Recommendation) by **11:59p.m. CST on February 5, 2025**. *Materials received after the deadline will not be accepted and will result in an incomplete application.*

Application Materials

Personal Statement

Upload a personal statement of no more than *500 words* (approximately 2 typed pages, double-spaced). The personal statement should address both of the following points:

- The Gyo Obata Fellowship program envisions an equitable field of arts administration. What interests you most about this program? As part of your response, please elaborate on how representing diverse perspectives is important to you.
- Please describe aspects of your past academic and/or job experience that you feel are most relevant to this application, as well as any specific future career or educational avenues you are interested in exploring.

Transcript(s)

Please upload an up-to-date copy of your transcript(s). Transcript(s) must record at least one semester or two quarters of college/university (occurring in the Fall of 2024) by the time of application. College/university here refers to bachelor's degree program or associate's degree program below the baccalaureate level. If you have transferred in the past year, you must also include a transcript from your previous college/university. If you graduated from a school outside of the United States, transcripts may be substituted with proof of completed courses and/or copies of diploma(s). Multiple transcripts must be combined into a single PDF before uploading. Please be aware that we may request hard copies of official transcript(s) later in the evaluation process.

Letters of Recommendation (2)

Applicants must have two confidential letters of recommendation submitted directly by their recommenders through the application system. Letters must be



received no later than 11:59 p.m. CST on February 5, 2025. Typically, the most appropriate recommenders are college/university faculty members who can address your academic performance. Other recommenders may include past or current employers who are familiar with applicant's relevant skills and abilities.

To request letters of recommendation, applicants will provide the name and contact information of your recommenders in the "Letters of Recommendation" section of the online application. The Gateway Foundation will contact your recommenders via email through the application system.

For Recommenders: please state how long you have known the applicant and in what capacity. The Foundation seeks insight into the candidate's abilities in the following areas: academic performance, research and writing skills, curiosity, and ability to take initiative, interpersonal skills, and dependability.

