

Gyo Obata Fellowship Application – Host Sites

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.

Please review the Fellowship Guidelines on our website (<https://gateway-foundation.org/gyo/>) before beginning your application.

Applications open on January 8, 2025 and close at 11:59pm CST on February 5, 2025. *Materials received after the deadline will not be accepted and will result in an incomplete application.*

You will not be able to save and return to this application later, so please plan to complete in one session. If all materials are prepared in advance, this should take 15–20 minutes.

Please review the PDF of the Application Questions for Host Organization in advance.

* Indicates required question

1. Email *

Organizational Information

2. Legal Organization Name *

3. DBA (Doing Business As, if applicable)

4. Street Address *

5. City *

6. State *

7. Zip Code *

8. Tax ID or EIN *

9. Year Incorporated *

10. Website URL *

11. Organization Area Code & Phone Number *

12. Number of Full Time Employees *

13. Number of Part Time Employees *

14. Number of Summer Interns (based on previous year) *

15. Organization Mission Statement *

Executive Director / President & CEO

16. First Name *

17. Last Name *

18. Title *

19. Email Address *

20. Area Code & Phone Number *

Primary Fellow Supervisor

21. First Name *

22. Last Name *

23. Title *

24. Area Code & Phone Number *

25. Number of Current Direct Reports (including interns) *

- 26. Include a brief bio of the person who will directly supervise the Fellow. *
Previous and current supervisory experience of paid staff, interns, or volunteers should be indicated. 300 word maximum.

General Project Information

- 27. Brief Description of Fellowship Project *
(e.g., "Fellow will assist in launching our Free Family Day program for our summer exhibition, working with our Director of Education to recruit art educators, develop age-appropriate art projects, and create marketing materials for the program. Fellow will also assist in developing interpretive exhibition tours for youth and adults.")
Fellow MAY work across various departments or on multiple projects. Please note all possibilities in your project description. We will help determine what projects are the best fit in the selection process as a student match is made. 300 word maximum

28. Project Focus Area(s) *

Select all that apply.

Check all that apply.

- Education Programming
- Event Management
- Community Outreach / Engagement
- Public Relations
- Marketing & Communications
- Development / Fundraising
- Grant Writing
- Curatorial
- Preparator
- Leadership / Management
- Production Assistant / Tech
- Other: _____

29. Required Fellow Qualifications

(e.g., specific computer skills, print or web design experience, etc.)

Project Details

30. Summarize tangible goals and objectives for the Fellow project. *
List goals for the organization / project as well as goals for the Fellow in terms of their learning experience. (e.g., "Fellow will assist in hosting 4 public Free Family Day events, with a goal of 100 in attendance at each session. Fellow will also write the script for youth and adult exhibition tours, with a goal to lead 3 tours in July. Fellow will gain experience in public program development and execution as well as exhibition interpretation.")
 300 word maximum.

31. Describe the Fellow's responsibilities and scope of work.
 300 word maximum.

32. Will you require a background check for your Fellow?
Your organization will be responsible for performing the background check if it is required. We will inform the Fellows of the possibility of a background check during the selection process.

Mark only one oval.

- Yes
- No

- 33. List the names, title, and department of any additional staff members and/or outside partners/consultants with whom the Fellow will work on their project. *

- 34. Describe the Fellow's anticipated work schedule. *
(e.g., Monday-Friday, 8:30am - 5:00pm with an occasional night/weekend for scheduled programs)

- 35. Provide a list of your organization's planned activities/programs/events during the ten weeks of the Fellowship (June 2 - August 8, 2025) that the Fellow will be expected to attend. *
This will help us when scheduling site visits and professional development sessions. Please list everything relevant so as not to create a schedule conflict.

- 36. Please describe any outside activities (e.g., conferences, meetings, special events, and workshops) that may provide the Fellow with additional exposure to the operation of a nonprofit arts organization.

Additional Support

- 37. Would a staff member of your organization be interested in hosting a professional development session for the Fellows?

Mark only one oval.

Yes

No

- 38. If so, please provide the full name and email address of the staff member as well as the desired topic, and we will be in touch with them.

39. Would a staff member of your organization be interested in serving as a mentor to one of the Fellows?

Mark only one oval.

Yes

No

40. If so, please provide the full name and email address of the staff member and we will be in touch with them.

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