



Essentials of Arts Administration

The Essentials of Arts Administration (Essentials) program is for those who have been working or volunteering for an arts organization and are looking to build their knowledge, individual artists of all disciplines who want to learn about organizational structures, and board members at arts organizations seeking to deepen their governance knowledge.

Upon successful completion of the Essential of Arts Administration (Essentials) program, you will be able to:

- Explain the real-life challenges and opportunities of being a not-for-profit arts organization.
- Review a financial statement presented at a not-for-profit board.
- Evaluate an organization's mission, vision, and value statement.
- Identify the main components that make up a strategic plan.
- Discuss the importance of doing evaluations.
- Construct a project plan based on answering the questions who, what, where, when, why, and how much.
- Develop and manage individual artistic projects and/or programs.

Virtual Essentials is a 20-hour program; including 17.5 hours of real-time (synchronous) and 2.5 hours of asynchronous (self-directed) homework/group work.

Who should apply? Artists, arts administrators, and board members are all welcome. Early career staff, or volunteers of arts organizations, with zero to three years of work or volunteer experience.

When is Essentials? Fridays & Saturdays, June 19th to 27th, 2026 10:00 a.m. to 2:00 p.m. MT

Apply by Friday, May 8, 2025 @ 5:00 p.m. MT

For more information and to apply visit rozsafoundation.com/essentials

Essentials Tuition Cost: \$100/person*

*The Rozsa Foundation acknowledges that systemic barriers to equity exist when it comes to the Training application process and program experience. We also recognize that the tuition fee may present a barrier to participation. We invite you to email Director of Training, Samantha MacDonald (samantha@rozsafoundation.com) *in advance* of the application deadline and we will discuss options to provide additional or alternative support that suits your individual needs pending program acceptance.