



## INTERN APPLICATION FORM 2010

Directions: Please complete the following.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternative phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Permanent address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Are you eligible to work in the United States? \_\_\_\_\_

### EDUCATION

College (currently enrolled): \_\_\_\_\_

Address: \_\_\_\_\_

Current status: \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Years attended: \_\_\_\_\_

Other colleges or universities attended: \_\_\_\_\_

Name of cooperating educator: \_\_\_\_\_

Cooperating educator's phone number: \_\_\_\_\_

### EMPLOYMENT HISTORY

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Dates: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Dates: \_\_\_\_\_

Job title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_

**Directions:** Please place a "1" in one of the following blanks to indicate the internship in which you are most interested. Put subsequent numbers (2, 3, etc.) in the blanks to indicate your next choices. (Please do not put a number by an internship in which you would not be willing to serve.)

**COMMUNICATIONS DEPARTMENT**

\_\_\_\_\_ **Marketing, Public and Community Relations:**  
Assist the Marketing staff with advertising, promotion, and website projects related to Frist Center exhibitions, events and programs. Work with Public Relations staff to secure media coverage of exhibitions, events and programs in international, national, regional and local media outlets, broadcast, print and Internet. Assist the Community Relations Manager with projects to bring new audiences to the Frist Center through special programming/events, exhibition connections and targeted marketing efforts.

**DESIGN DEPARTMENT**

\_\_\_\_\_ **Design:**  
Work with Exhibition and Graphic Designers on various aspects related to the creation and production of exhibition design. Working knowledge of Mac OSX software and Adobe Creative Suite is required.

**DEVELOPMENT DEPARTMENT**

\_\_\_\_\_ **Development:**  
Work with the Development Department on a number of projects including sponsorship and grant research, preparation, tracking, and fulfillment.

\_\_\_\_\_ **Membership:**  
Work with Membership Department to implement member programs and events, coordinate print materials, and research.

## **EDUCATION DEPARTMENT**

\_\_\_\_\_ **General Education:**

Assist education staff in program development and research for exhibition related projects including web-based resources.

\_\_\_\_\_ **Outreach:**

Work with Educator for Outreach on various programs in the community including Art Trunk program, multiple visit program, community exhibitions and evaluation of programs.

## **EXHIBITIONS DEPARTMENT**

\_\_\_\_\_ **Curatorial:**

Work with the Curatorial Department on a number of projects related to exhibition research. Art History Majors ONLY. Must have strong writing skills. A writing sample must be submitted with the application form to be considered. Please include in your cover letter a list of the classes you have completed in the field thus far.

## **OPERATIONS DEPARTMENT**

\_\_\_\_\_ **Retail:**

Assist Retail Manager/Buyer with buying, writing orders, filing, and updating vendor files.

\_\_\_\_\_ **Technology:**

Work with IT Manager and Network Administrator in daily and routine technical duties as needed, research technical information and observe network environment as needed.

Directions: Please check the appropriate blanks:
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All internships are non-paid. Are you interested in:

College credit? \_\_\_\_\_

Volunteer experience? \_\_\_\_\_

Students are responsible for making arrangements for course credit through their university or college internship supervisor. The Frist Center will provide documentation of interns' hours and will complete intern evaluation forms provided by the university.

I hereby affirm that the information provided on this application or in connection with the processing of this application (and accompanying resume and documents, if any) is true and complete to the best of my knowledge. I understand that false statements or significant omissions, regardless of when discovered, made on or in connection with my application and accompanying documents shall be considered sufficient reason for dismissal. This application does not necessitate an internship offer. If my application is accepted, I agree to conform to the rules and regulations of the Frist Center for the Visual Arts, and I also agree that my internship can be terminated at any time.

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Signature

Date

*The Frist Center for the Visual Arts is committed to offering equal participation in all programs without regard to race, creed, national origin, age, gender, marital status, or disability.*

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**Application Process:**

To be considered for an internship, you must submit a packet containing all of the following:

- A cover letter explaining why you would like to participate in the Internship Program at the Frist Center, and how it fits into your long-term career goals.
- A letter of faculty recommendation
- A completed Intern Application Form

The Frist Center will not accept any digital application packets but only those sent via regular mail at the below address. You will be immediately notified by email when your application packet has arrived.

**Applications should be submitted to:**

Jessica Orvis  
Education Department  
Frist Center for the Visual Arts  
919 Broadway  
Nashville, TN 37203

*Please note that this is a competitive program and applying for a position DOES NOT guarantee you an internship. Preference is given to juniors and seniors. We will contact those who we wish to interview.*