



INTERN APPLICATION FORM 2009

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: 12-week (120 hours) internship**

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: 12-week (120 hours) internship**

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: 12-week (120 hours) internship**

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

_____ **Membership: 12-week (120 hours) internship**

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

EDUCATION DEPARTMENT

_____ **General Education: 12-week (120 hours) internship**

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

_____ **Outreach: 12-week (120 hours) internship**

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: 12-week (120 hours) internship**

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: 12-week (120 hours) internship**

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

_____ **Technology: 12-week (120 hours) internship**

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.

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.

Applications should be submitted to:

Andrea Steele, Frist Center for the Visual Arts, 919 Broadway, Nashville, TN 37203.