



INTERN APPLICATION FORM

Check the semester you are applying for: Spring Summer Fall

Directions: Please complete the following.

Date: _____

Name: _____

Current address: _____

City: _____ State: _____ Zip code: _____

Cell phone: _____ 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 Relations, and Community Relations

This internship offers students the opportunity to gain valuable professional skills while working closely with the communications staff to promote the Frist Center and widen its audience. Interns will acquire knowledge of the various local, national, and international media platforms used to inform the public of upcoming exhibitions, programming, and events. Professional activities could include research, strategic planning, and the creation and development of promotional materials. Interns will also receive the opportunity to attend meetings, lectures, and media previews to gain an enriched understanding of how the Frist Center engages the community through outreach.

DESIGN DEPARTMENT

Design

Interns in the design department are offered direct, hands-on involvement in the creation, production, and oversight of the Frist Center’s award-winning print and exhibition design. Working alongside knowledgeable and experienced 2D and 3D designers, interns will gain valuable experience in real-world design applications, including graphic design projects and exhibition layout. Ideal candidates have experience working with Mac OSX platform and Adobe Creative Suite software, with specific focus on InDesign, Photoshop, and Illustrator. The application packet for this position must include a portfolio.

DEVELOPMENT DEPARTMENT

Donor Relations

This internship provides a unique opportunity to become part of a dynamic team and gain practical experience in fundraising and donor relations. The Donor Relations intern will assist with two important development initiatives. The first initiative will focus on the annual spring Frist Gala, the primary fundraising event for the Frist Center. The second initiative is a donor stewardship research project. This intern will have the following responsibilities: assist with donation database management, track the attendance figures for the Patron Party and Frist Gala, assist with day-of duties for the Patron Party and Frist Gala, and recommend donor engagement strategies and plans. The ideal candidate is a hard-working individual with a positive attitude who is detail-oriented, works well under pressure, and has the ability to quickly problem solve. English, business administration, marketing, and art history majors are preferred.

Grants

The Grants intern has a front row seat at seeing how a museum operates. Specifically, this student will be instrumental in helping the Frist Center explore and secure crucial funding. They will have the following responsibilities: prospect for both private and public grants, work cross-departmentally to coordinate application details for various projects, and, ultimately, write and submit a completed grant application. The final project of submitting a grant will equip the student with translatable grant writing skills and a clear understanding of a museum environment. The ideal candidate is a hard-working individual with a positive attitude who likes to take initiative, works well with deadlines, and has acute written and verbal communication skills. English, art history, and journalism majors are preferred.

EXHIBITIONS DEPARTMENT

Curatorial

Curatorial interns will work closely with the talented Frist Center curators on several projects related to in-depth exhibition research. Ideal candidates must possess strong research and writing skills. The application packet for this position must include a writing sample and a list of completed related coursework to be considered. **Art history or related majors preferred.**

Editorial

Interns in this area will be trained and mentored by the Frist Center editor in preparing and proofreading copy for correspondence, exhibitions, events, and publications, in a fast-paced environment with diverse constituencies. Interns will also assist the editor with documentation development and management. Applicants must be well versed in Microsoft Office (especially Word's Track Changes feature); familiarity with AP style, Chicago style, and/or project management systems a plus. Applications must include a writing or editing sample (5 pages max) and a transcript (unofficial is fine). Candidates may be given an editing test.

Photography and Digital Assets

The photography and digital assets intern will report to the managing editor and work closely with the exhibitions and education departments. The intern will assist in the review and organization of images used in publications such as the Frist Center website and newsletters. The intern will also take photographs at events and programs, ensuring all necessary model releases are secured or proper notification is posted, and will then edit the images, label files appropriately, and create a filing system for the digital assets that is accessible to staff members at the Frist Center. Candidates who are highly organized and experienced with photography, file transfer and storage methods, and Photoshop are preferred. Evening and weekend hours may be required. Photography samples required from all potential candidates. **Photography or communications majors preferred.**

Rights and Reproductions

Interns supporting rights and reproductions work with the exhibitions department to research and obtain licensing for use of images and other digital intellectual property assets. This internship will work with projects in multiple departments and with long and short deadlines. Projects could include research of rights holders for needed images and assets, requesting images and usage licenses of exhibition objects, processing incoming and outgoing image files, tracking use of images, etc. Ideal candidates will be detail oriented and have strong organization and research skills.

EDUCATION DEPARTMENT

Community Engagement

Community engagement interns assist the education staff with various on- and off-site programs that include diverse audiences throughout Nashville. Educational projects could include researching exhibitions and activities to aid the Frist Art Trunks and free festival programs; assisting staff with special events, such as studio workshops and preparation of community art shows; and supporting programs by promoting and processing evaluations. This position requires schedule flexibility, including possible weekends.

Education Design

Education design interns are given the opportunity to work closely with the education and design teams on the production of educational materials for Frist Center programs and exhibitions. Ideal candidates are experienced in InDesign and must have working knowledge of Mac OSX software and Adobe Creative Suite.

Education and Evaluation

This internship offers students a study in the evaluation of program effectivity and visitor experience at the Frist Center. Projects could also include grant research and supporting community engagement initiatives. This position requires strong research and critical thinking skills, and individuals who are self-starters and comfortable working independently and across departments as needed.

Experiential Learning

Experiential learning interns assist in program development and implementation for young audiences. Projects could include field testing and evaluation; exhibition research; educational and child development research; and content development for web-based resources, interactive components, and learning in non-traditional environments. Ideal candidates must be familiar with basic educational pedagogy and comfortable working with youth audiences.

Interpretation and Public Programs

The Curators of Interpretation are responsible for training the FCVA's docent tour guides, developing exhibition resources - including education galleries, audio tours, gallery guides, and content for the FCVA app - and organizing educational programs for adult audiences. This internship offers students the opportunity to research upcoming exhibitions and create resources in support of the projects outlined above and to gain hands on experience in the creation, implementation and evaluation of public programs including film series, lectures, and public performances. This position requires schedule flexibility and strong research skills.

Directions: Please check the appropriate blanks:

All internships are non-paid. Are you interested in:

College credit? _____

Volunteer experience? _____

Students are responsible for deciding 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 about 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 about 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

Application Process:

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

Veronica De La Cruz
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 whom we wish to interview.

NOTICE – BACKGROUND INVESTIGATION AUTHORIZATION

In connection with your application and/or employment with (_____) (Employer) this notice is provided to inform you that a “consumer report” and/or “investigative consumer report”, as defined by the Fair Credit Reporting Act, may be obtained from a consumer reporting agency for employment purposes. These types of reports may include information as to your character, general reputation, personal characteristics and mode of living, whichever are applicable. The report may also contain information about you relating to criminal history, credit history, driving and/or motor vehicle records, social security verification, verification of your education or employment history or other background checks. They may involve interviews with sources such as your neighbors, friends or associates. Reports may be obtained any time after receipt of this authorization and if hired, throughout the course of your employment, as permitted by law. You have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Confirm Choice, 4205 Hillsboro Pike, Suite 200, Nashville, TN 37215, toll free number 1-888-925-0114. For information about Confirm Choice’s privacy practices, see www.confirmchoice.com. The scope of this notice and authorization is not limited to the present and, if hired, will continue and allow Employer to conduct future screenings for retention, promotion or reassignment, unless revoked by you in writing. Employer also reserves the right to share such reports with a third-party for whom you will be placed to work as a representative of Employer, if applicable.

Acknowledgement and Authorization

By signing below you acknowledge receipt of a copy of the *A Summary of Your Rights under the Fair Reporting Act* and certify that you have read this notice and authorization as well as the summary.

You hereby authorize, without reservation, the obtaining of a “consumer report” and/or “investigative consumer report” at any time after receipt of this authorization and during the course of your employment, to the extent permitted by law. You also confirm your understanding and provide consent for this report to be shared with a third-party for whom you may be placed to work as a representative of Employer, if applicable.

Minnesota & Oklahoma applicants or employees only: Under state law you have a right to receive a copy of your consumer report, free of charge, if one is requested by Employer. By checking “yes”, a copy will be provided to you at the address you provide on this notice.
I would like to receive a copy of my consumer report: () Yes () No

New York applicants or employees only: Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting Confirm Choice directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by signing this notice.

Washington State applicants or employees only: Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act’s disclosures to consumers (RCW 19.182.070) by contacting Confirm Choice directly.

California, Maine applicants or employees only: Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Employer. By checking “yes” a copy will be provided to you at the address you provide on this Notice.
I would like to receive a copy of my consumer report: () Yes () No

Signature

Today’s Date

Social Security Number*

Print Full Name

Other names you have used

Date of Birth*

Driver’s License Number & State Issued

Name as it appears on Driver’s License

Current Address

City State Zip

Previous Address 1: _____

Previous Address 2: _____

* This information will be used for employment-related background screening purposes only and no other purpose.