

Date: _____ Applicant name: _____

Current address: _____

Mobile phone: _____ Email: _____

Permanent address: _____

Are you eligible to work in the United States? Yes No Pronouns (Optional): _____

Education

College (currently enrolled): _____

Address: _____

Anticipated graduation date: _____ Years attended: _____

Major: _____ Minor: _____

Other colleges or universities attended: _____

Name of cooperating educator: _____ Phone number: _____

Employment history

Employer: _____ Position: _____

Address: _____

Supervisor: _____ Position: _____

Duties: _____

Employer: _____ Position: _____

Address: _____

Supervisor: _____ Position: _____

Duties: _____

Place an “X” in the blank next to the internship in which you are most interested. You may choose only one.

Communications Department
Marketing, Public Relations, and Community Relations

The Frist Art Museum Communications Department is responsible for a wide variety of external communications, including writing and distributing press releases, creating weekly e-newsletters and content for social media platforms, producing videos, and managing the Frist Art Museum website. This internship offers students the opportunity to gain valuable professional skills while working closely with Communications staff to promote the Frist Art Museum 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 Art Museum engages the community through outreach.

Applicants for this internship should have some experience in the field and provide samples of past work which could include press releases, informational brochures, social media posts, on-campus marketing campaigns, and videos.

Education and Engagement Department
This internship allows the successful applicant to work alongside Education and Community Engagement staff on the development of exhibition-driven projects. Projects may include exhibition research, program and activity development and implementation, evaluation, and field testing. The intern will gain an understanding of the various audiences we serve, including adults, children, college students, community organizations, docents, educators, families, general visitors, and teens. Based on the intern’s interests and the needs of the department, the internship may be focused on a particular area or audience.

Development Department
This internship will provide hands-on experience across all areas of the museum’s development department, including membership, grants and sponsorships, development events, and individual giving. The Intern will have the opportunity to work with multiple staff members and participate in cross-departmental conversations through a range of projects.

- Responsibilities include:
- Assisting the membership team with communications, engagement events, and other projects.
 - Researching funding opportunities and writing grant/sponsorship proposals and reports.
 - Assisting with the planning and execution of donor events.
 - Providing research support for individual giving.

Ideal candidates will be highly organized, detail oriented, exhibit a professional and enthusiastic demeanor, and demonstrate curiosity about how development plays a key role in a museum setting. Some evening and weekend attendance may be required. Please include a 1-to-2-page writing sample with your application.
Supervised by: Grants and Sponsorships Manager

Internship Description

What: All internships are paid. Interns are paid \$16 per hour on a weekly basis. Interns are expected to fulfill a maximum of 128 hours to successfully complete the program. They are generally expected to complete a minimum of 8 hours per week, but this expectation is flexible with the agreement of the supervisor.

Who: Any student or recent graduate may apply. Preference is given to juniors and seniors majoring in art education, art history, business, communications, design, education, fine arts, museum studies, and/or related areas, and recent graduates with degrees in these fields.

Where: Frist Art Museum (on-site)

When: Fall 2025 (16 weeks, August - December. Orientation is on August 22, 2025.)

This internship program is a paid opportunity designed to offer students a dynamic and specialized learning experience during the academic year with some financial support.

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 selected internship at the Frist Art Museum and how it fits into your long-term career goals
 - A letter of recommendation from an academic faculty member
 - A completed Intern Application Form

How did you hear about this internship?

- Career services at your college/university
- Frist Art Museum website
- Social media (Facebook, Instagram, LinkedIn, Twitter)
- Professor(s) at your college/university
- Word of mouth
- Other: _____

Your application must be submitted as a PDF to internships@FristArtMuseum.org with the following filename format:

LastName_FirstName_Fall2025app

The deadline for applications is July 7, 2025.

I hereby affirm that the information provided on this application or about the processing of this application (and accompanying documents, if any) is true and complete to the best of my knowledge. I understand that false statements or significant omissions made on or about my application and accompanying documents shall be considered sufficient reason for dismissal, regardless of when discovered. 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 Art Museum, and I also agree that my internship can be terminated at any time.

Signature: _____ Date: _____

The Frist Art Museum is an equal opportunity employer that values and seeks out a diversity of perspectives.

This is a competitive program: applying for a position DOES NOT guarantee you an internship. You will be immediately notified by email when your packet has arrived. We will contact those whom we wish to interview.