

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.

### Development Department

#### Events

The Development Events internship will gain hands-on experience in the planning and execution of a diverse calendar of stewardship and fundraising events, including exhibition previews, member receptions, and donor parties.

Additionally, this internship will coincide with the museum’s annual Frist Gala. This black-tie event draws the support of corporate and philanthropic leaders across Middle Tennessee and will offer students a unique opportunity to gain first-hand experience with the planning and execution of a \$1 million+ fundraiser.

Responsibilities include:

- Assisting with planning and execution of donor events
- Attending all donor events as scheduled (some evening and weekend attendance may be required), and assisting with set-up, staffing reception table, coordinating media and PR presence; and other event duties as needed
- Creating signage and collateral pieces as needed
- Coordinating the Frist Gala’s main invitation
- Assembling materials for the Frist Gala program
- Managing RSVPs and guest lists for donor events
- Manage event-related donor recognition material
- Interacting with donors on a regular basis via telephone, email, and in person
- Assembling final reports for corporate sponsors
- Creating donor/prospect research event reports for the Assistant Director of Development and Chief Development Officer

Ideal candidates will be: highly organized, detail oriented, exhibit a professional and enthusiastic demeanor, and demonstrate curiosity about how events play a key role in the overall museum fundraising goals.

The candidate must be available on the evening of April 26.

### Education and Engagement Department

#### Community Engagement, Education and Evaluation, Experiential Learning, and Interpretation

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, the internship may be focused on a particular area or audience.

### Internship Description

What: All internships are paid. Interns are paid \$15 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: Spring 2025 (16 weeks, January–May. Orientation is on January 17, 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\_Spring2025app

The deadline for applications is October 14, 2024.

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 deeply dedicated to diversity, equity, accessibility, and inclusion at all levels of governance, management, and operations. The Frist Art Museum is committed to offering equal participation in all programs without regard to race, creed, national origin, age, gender, marital status, or disability. 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.