

Please indicate which semester you are applying for:

Fall  
Spring  
Summer

Date: \_\_\_\_\_ Applicant name: \_\_\_\_\_

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

Mobile phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Are you eligible to work in the United States?    Yes    No

**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 a "1" in the blank next to the internship in which you are most interested. Put subsequent numbers ("2," "3," etc.) in the blanks to indicate your next choices. (Do not put numbers by internships 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 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.

### **Design Department**

#### **Design**

Interns in the design department are offered direct hands-on involvement in the creation, production, and oversight of the Frist Art Museum's award-winning print and exhibition designs. Working alongside knowledgeable and experienced 2-D and 3-D designers, interns will gain valuable experience in real-world design applications, including graphic design projects and exhibition layout. Ideal candidates have experience working with the Mac OS X 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**

#### **Special Fundraising Events**

This internship provides a unique opportunity to become part of a dynamic team and gain practical experience in fundraising, event management, and donor relations. Interns will focus on the annual Frist Gala, the primary fundraising event for the Frist Art Museum, and Art Deco Affair, the summer fundraiser. They will assist with managing lists, tracking attendance, creating materials for public relations, and other administrative duties. 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 solve problems quickly. English, business administration, arts administration, marketing, or nonprofit management majors preferred.

### **Education Department**

#### **Community Engagement**

Community engagement interns assist the education staff with various on- and off-site programs for diverse audiences throughout Nashville. Projects could include researching exhibitions and activities for the Art Trunks and festival program; assisting staff with special events, such as studio workshops and community art shows; and promoting and processing evaluations. This position requires schedule flexibility; weekend shifts may be required.

#### **Education and Evaluation**

This internship offers students the opportunity to study the evaluation of program effectivity and visitor experience at the Frist Art Museum. Projects could include grant research and supporting community engagement initiatives. This position requires strong research and critical thinking skills. Candidates must be self-starters who are comfortable working independently and across departments as needed.

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### **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 nontraditional environments. Ideal candidates must be familiar with basic educational pedagogy and comfortable working with youth audiences.

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### **Interpretation and Public Programs**

The Frist's Educator for Gallery Teaching and Educator for Interpretation train the Frist's docents, develop exhibition resources—including education galleries, audio tours, gallery guides, and content for the Frist app—and organize educational programs for adult audiences. This internship offers students the opportunity to create resources in support of the projects outlined above and to gain hands-on experience in the creation, implementation, and evaluation of public programs, such as film series, lectures, and performances. This position requires schedule flexibility and strong research skills.

### **Exhibitions Department**

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#### **Curatorial**

Curatorial interns will work closely with the talented Frist Art Museum 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.

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#### **Editorial**

Interns in this area will be trained and mentored by the Frist Art Museum editors in preparing and proofreading copy for correspondence, exhibitions, events, and publications, in a fast-paced environment with diverse constituencies. Interns will also assist 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.

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#### **Photography and Digital Assets**

The photography and digital assets intern will report to the managing editor and work closely with the communications, exhibitions, and education departments. The intern will assist in the review and organization of images used by the Frist Art Museum for print and digital publications. The intern will also take photographs at events and programs, ensuring all necessary model releases are secured or proper notification is posted, and then edit the images, label files appropriately, and share assets with staff. Photography or communications majors who are highly organized and experienced with photography, file transfer and storage methods, and Photoshop preferred. Evening and weekend hours may be required. Applications must include photography samples.

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#### **Rights and Reproductions**

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

All internships are unpaid. Are you interested in: college credit or volunteer experience

Students are responsible for arranging course credit through their cooperating educator. The Frist Art Museum will provide documentation of interns' hours and complete intern evaluation forms provided by the institution.

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 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 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 of the following:

A cover letter explaining why you would like to participate in the Internship Program at the Frist Art Museum and how it fits into your long-term career goals

A letter of recommendation from a faculty member

A completed Intern Application Form

Portfolio (for Design and Photography and Digital Assets positions only)

Writing samples (for Curatorial and Editorial positions only)

### **Applications should be submitted to:**

Brandi Coates  
Education Department  
Frist Art Museum  
919 Broadway  
Nashville, TN 37203  
bcoates@FristArtMuseum.org

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