



INTERNSHIP/VOLUNTEER APPLICATION

Let's work together within the BALTIMORE CLAYWORKS community!

Please read Internship/Volunteer Description, complete the following application, and submit it with your current resume (if applicable) to the address below or email to gallery@baltimoreclayworks.org

Name _____

CONTACT INFORMATION

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

CURRENT SCHOOL/WORK INFORMATION AND ADDRESS

Year/Title _____

School/ Company/Department _____

Address _____

City _____ State _____ Zip _____

Phone _____

Are you volunteering for academic credits? (See your advisor for requirements) YES/NO

Are you volunteering to collect community service hours? YES/NO

If so; Advisor/Supervisor _____ phone _____

EDUCATIONAL BACKGROUND

Year:

Degree/Major:

School:

AVAILABILITY

I am interested in Long-term: Administrative Studio Community Arts
Short-term: Summer Fall Spring
 Volunteer

When would you like to start your internship/volunteer?

How many days a week?

How many hours a day?

Would you be available on weekends?

PROFESSIONAL BACKGROUNDS/SKILLS (Check all that apply with X)

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting/Bookkeeping | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Community Arts |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Management | <input type="checkbox"/> Community Organizing |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Insurance/Benefits | <input type="checkbox"/> Photography/Video |
| <input type="checkbox"/> Public Relations/Press | <input type="checkbox"/> Legal | <input type="checkbox"/> Graphic/Web Design |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Databases | <input type="checkbox"/> Facility Management and Maintenance |
| <input type="checkbox"/> Grant/Proposal Writing | <input type="checkbox"/> Education | |

Details on checked items and/or other background:

TWO REFERENCES

Name _____

Title/Organization _____ Phone _____

Name _____

Title/Organization _____ Phone _____

MORE ABOUT YOURSELF

Do you have a vehicle? YES / NO

Do you have a laptop computer? YES / NO

How did you hear about Baltimore Clayworks?

List any internships or volunteer experience with Non-profit Organizations or For-Profit Organizations. (Be sure to include board service, memberships, etc.)

List any arts background/involvement. (i.e., memberships, arts events attended/supported, studies, subscriptions, etc.)

I am interested in working in the following area(s) Baltimore Clayworks (Check all that apply with X)

- Administrative
- Special Events/Fundraising
- PR/Marketing
- Exhibitions
- Gallery
- Educational Programming
- Children’s Program and Summer Camp
- Community Arts
- Facilities Management
- Technical Assistance
- IT and Graphic Design
- Other _____

List any goals and other areas of interests that you would like to explore while at Baltimore Clayworks:

What other hobbies/skills/talents do you have? Do you have anything else that you would like us to know about yourself?

THANK YOU FOR YOUR INTEREST! We will be looking forward to working with you!