



INTERNSHIP APPLICATION

Work within the BALTIMORE CLAYWORKS community!
Please complete the following application and submit it with a current résumé.

Name _____

Phone _____

Email _____

HOME ADDRESS

Address _____

City _____

State _____ Zip _____

Fax _____

EDUCATIONAL BACKGROUND

Degree:

Year:

School:

Major:

AVAILABILITY

When would you like to start your internship?

What hours would you be available?

Business Hours (10 am - 5 pm) Monday-Saturday	YES/NO
Business Hours (lunchtime)	YES/NO
Late afternoon/evenings	YES/NO

PROFESSIONAL BACKGROUND/SKILLS (Check all that apply)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Accounting/Bookkeeping | <input type="checkbox"/> Marketing - Advertising | <input type="checkbox"/> HR-Exec Recruit&Search | |
| <input type="checkbox"/> Board Development | <input type="checkbox"/> Marketing - Copywriting | <input type="checkbox"/> HR-General | <input type="checkbox"/> Management - Organizational |
| <input type="checkbox"/> Event Planning | <input type="checkbox"/> Marketing - Direct Mail | <input type="checkbox"/> Public Relations/Press | <input type="checkbox"/> Management - Business Plans |
| <input type="checkbox"/> Financial-Cost/Benefit | <input type="checkbox"/> Fundraising | <input type="checkbox"/> HR-Policy Development | |
| <input type="checkbox"/> Financial-General | <input type="checkbox"/> Marketing - Research | <input type="checkbox"/> HR-Training | <input type="checkbox"/> Management |
| <input type="checkbox"/> Financial-Systems Design | <input type="checkbox"/> Fundraising/Proposal Writing | <input type="checkbox"/> Architecture/Engineering | <input type="checkbox"/> Management - General |
| <input type="checkbox"/> Marketing - General | <input type="checkbox"/> Databases | <input type="checkbox"/> Insurance/Benefits | <input type="checkbox"/> Volunteer Program |
| <input type="checkbox"/> Marketing - Direct Mail | <input type="checkbox"/> Networks/Internet | <input type="checkbox"/> Retailing | <input type="checkbox"/> Other (Explain) |
| <input type="checkbox"/> Marketing - Graphic Design | <input type="checkbox"/> HR-Comp&Benefits | <input type="checkbox"/> Legal | <input type="checkbox"/> Strategic Planning |

OTHER BACKGROUND/SKILLS

How did you hear about Baltimore Clayworks?

Please list any internships or volunteer experience with Nonprofit Organizations or For Profit Organizations. (Be sure to include board service, memberships, etc.)

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

I am interested in working in the following area(s) Baltimore Clayworks:

- | | | |
|---|---|---|
| <input type="radio"/> Administrative | <input type="radio"/> Facilities Management | <input type="radio"/> Educational Programming |
| <input type="radio"/> Exhibitions | <input type="radio"/> Special Events | <input type="radio"/> No Preference |
| <input type="radio"/> Community Arts/
Teaching | <input type="radio"/> Technical Assistance | <input type="radio"/> Other _____ |

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

What other hobbies do you have?

CURRENT WORK/SCHOOL INFORMATION AND ADDRESS

Title _____

Company _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email _____