



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)

Accounting/Bookkeeping

Board Development

Event Planning

Financial-Cost/Benefit

Financial-General

Financial-Systems Design

- O Marketing - General
- O Marketing - Direct Mail
- O Marketing - Graphic Design
- O Marketing - Advertising
- O Marketing - Copywriting
- O Marketing - Direct Mail
- O Fundraising
- O Marketing - Research
- O Fundraising/Proposal Writing
- O Databases
- O Networks/Internet
- O HR-Comp&Benefits
- O HR-Exec Recruit&Search
- O HR-General
- O Public Relations/Press
- O HR-Policy Development
- O HR-Training
- O Architecture/Engineering
- O Insurance/Benefits
- O Retailing
- O Legal

Management – Organizational

Management - Business Plans

Management

Management - General

Volunteer Program

Other (Explain)

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:

Administrative

Exhibitions

Community Arts/

- Teaching
- Facilities Management
- Special Events
- Technical Assistance
- Educational Programming
 - No Preference
- 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 _____

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