



QUINLAN VISUAL ARTS CENTER

INTERNSHIP/VOLUNTEER APPLICATION FORM

The Quinlan Visual Arts center is a non-profit community visual arts center. Discrimination because of race, color, religion, sex, handicap, sexual orientation, or national origin is prohibited. To be considered for an internship, you must submit a signed and completed application form. Incomplete applications will not be reviewed.

The Mission of the Quinlan: Bringing visual arts to life, and to the life of the community.

Name: _____ Date of Birth: _____

Address: _____

Phone Number: _____ Email: _____

School Name and Address: (if applicable)*

Name of Academic Advisor/Teacher: _____ Class: _____

School Telephone Number: _____ Advisor Email: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. citizen, Are there any restrictions on your eligibility for employment? _____

Are you requesting that your school/ college grant you credit hours for your internship? Yes No

What time do you have available? Total Hours Required: ___ Total hours per week available: ___

Days available: _____ Days NOT available: _____

Preferred hours: _____ Preferred Days: _____

Available from _____ to _____.

Why would you like to work as a Quinlan Visual Arts Center Intern/Volunteer?

EDUCATION (*put IP for In Progress*)

Type of School	Name and Location	Degree/Graduation Date
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High School	_____	_____
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College	_____	_____
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Scholastic Honors: _____

Community/professional organizations, honors and awards: _____

Activities, courses, or interests relevant to the internship for which you are applying: _____

EMPLOYMENT HISTORY (*includes paid, volunteer, and intern positions*)

1. Most Recent Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

2. Employer: _____ Telephone Number: _____

Address: _____

Supervisor (Name & Title): _____

Position Title: _____ Start Date: _____ End Date: _____

Description of duties: _____

REFERENCES

1. Name: _____ Telephone Number: _____

Company/School: _____ Relationship: _____ Known how long?: _____

2. Name: _____ Telephone Number: _____

Company/School: _____ Relationship: _____ Known how long?: _____

INTERNSHIP/VOLUNTEER EXPECTATIONS

What are you interested in learning or doing? _____

Please mark any and all tasks that you feel you are capable of performing.

- Assist with various mailers (sorting, labeling, mailing over 1600+)
- Website and Facebook page maintenance (assigning photo galleries, listing courses, updating news content and gift shop)
- Exhibition Installation and preparation.
- Class and studio maintenance (organizing supplies, light cleaning, rearranging class space for upcoming classes, meetings and workshops)
- Updating artist and member databases.
- Project research.
- Cross referencing membership databases and updating with web research.
- Assist Executive Director, Assistant Director and Administrator with any additional tasks.
- Answering telephones and taking messages.
- Organizing storage spaces and offices.

Attendance Policy

We will strictly enforce an attendance policy for all interns. Internship hours will be discussed and agreed upon prior to the beginning of the internship. In the event the intern shows disregard for this policy, we do reserve the right to terminate the internship at any time. Examples of disregarding the policy are as follows:

- Arriving late without a call to a supervisor
- Arriving late on a consistent basis
- Not arriving to work at all
- Leaving early without permission
- Leaving for an inappropriate amount of time during the day without permission

Saturday Associate: If available, would you be interested in working a Saturday shift for payment?

____ Yes ____ No

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____ **Date:** _____