# VOLUNTARY INTERNSHIP APPLICATION

**Kentuck Art Center & Festival**

503 Main Avenue | Northport, AL 35476

(205) 758-1257 | kentuck@kentuck.org

Kentuck Art Center & Festival would like to thank you for applying for a voluntary internship. In order to be considered for an unpaid internship with Kentuck Art Center, please provide us with the information below. Interested candidates should be aware that there are a limited number of internships available; receipt of your application does not guarantee your selection for a position. Internships are considered for the fall and spring semester as well as the summer months.

**Download this application and save it to your personal computer or laptop before emailing it to the appropriate staff person. For Marketing, Ashley Williams awilliams@kentuck.org; for Development/ Fundraising, Exa Skinner eskinner@kentuck.org; for Public Programs, Retail, and Special Events, Mary Bell** **mbell@kentuck.org** **for Retail, Lee Field lfield@kentuck.org.**

# SECTION 1 – INTERN POSITION

Summer

Spring

Fall

**INFORMATION** Time period for which you are applying:

Date available to begin the Internship:

**Tentative Schedule:** (must be between 15-20 hours per week in no less than 2 hours increments.) Please list the hours you are available between the hours of 8:30 am and 5:30 pm.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

**Special Events:** Please check any special events that you may be interested in working:

 **Art Nights:** 1st Thursday of each month 5-8 pm

 **Ladies Nights:** Quarterly event (usually on a Thursday) from 5-8 pm

 **Saturday Art Markets:** 3rd Saturday of each month from 9:30 am-2 pm

 **Kentuck Festival Weekend** (please indicate your availability between 7:00 am and 8:00 pm

|  |  |
| --- | --- |
| Saturday | Sunday |
|  |  |

# SECTION 2 – PERSONAL DATA

Name:

Last

First

Middle Name or Initial

Address: (include city, state, zip): Email Address:

Telephone numbers: Home:

Emergency Contact Name and Telephone Number:

Cell:

Have you ever worked for a nonprofit organization before? Yes No  If so, when and in where?

Please indicate the source(s) from which you learned of our internship program (check all that apply):

Referral from former intern

Internet Search

School

Referral from family member/acquaintance Other:

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# SECTION 3 – EDUCATION & TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Type of School | Name, City, State of School | Type of Diploma/Decree awarded | Major/Program |
| High School |  |  | N/A |
| College or University |  |  |  |
| Other School or Training Organization |  |  |  |

Computer applications with which you are comfortable working (check all that apply): Microsoft Suite (Word, Excel, Power Point, Outlook)

 Adobe Suite (Photoshop, Illustrator, Acrobat)

 Email (MailChimp, ConstantContact, etc.)

 CRM (Network for Good, Bloomerang, Razor’s Edge, DonorPerfect, Etc.)

 Point of Sale (Square, Quickbooks, Shopify)

 Website Building (Wix, SquareSpace, Shopify, GoDaddy, WordPress)

 Accounting (Quickbooks, NetSuite, FreshBooks, Zoho)

Additional Skills:

Languages spoken or read:

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# SECTION 4 – EMPLOYMENT/VOLUNTEER HISTORY

For each job/volunteer position you have had, provide the following information. Begin with your most recent position. Feel free to attach additional pages as needed.

Most recent job/volunteer position

Job Title:

Employer Name:

Employer Address:

Name and Title of Immediate Supervisor: Phone Number of Immediate Supervisor: Dates of Employment:

From:

To:

Number of hours/week:

Description of duties/responsibilities:

Former positions:

Job Title:

Employer Name:

Employer Address:

Name and Title of Immediate Supervisor: Phone Number of Immediate Supervisor: Dates of Employment:

From:

To:

Number of hours/week:

Description of duties/responsibilities:

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# SECTION 5 – GENERAL INFORMATION

***Affirmative responses to the following questions will not automatically exclude you from volunteering at the Kentuck:***

Have you ever been dismissed or asked to resign from any position? Yes  No  If yes, please explain the circumstances:

Have you ever been convicted of a criminal offense? Yes  No  If yes, please explain the circumstances:

I agree to the following and herby represent that all information provided by me in this application is true and correct. If chosen as an intern, I will abide by the policies and procedures of Kentuck Art Center & Festival.

Signature of Applicant: Signature Date:

# PLEASE MAKE SURE TO REVIEW THE ENTIRE APPLICATION FOR ANY ERRORS OR OMISSIONS BEFORE SUBMITTING IT.

**Submissions should be e-mailed to** **the** **appropriate staff person along with resume, cover letter, and portfolio.**

# KENTUCK IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO WORKFORCE DIVERSITY

Please be advised if you are under the age of 18 and you are offered an internship position, you will be required to submit a Work Permit. You may obtain one by going to the following website: <https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx>

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