



## INTERNSHIP/VOLUNTEER APPLICATION

Let's work together within the BALTIMORE CLAYWORKS community!

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

Name \_\_\_\_\_

### CONTACT INFORMATION

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### CURRENT SCHOOL/WORK INFORMATION AND ADDRESS

Company/School/Department \_\_\_\_\_

Title/Year/Major \_\_\_\_\_

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

How did you hear about Baltimore Clayworks?

List any internship or volunteer experiences with non-profit organizations or for-profit organizations as well as any other arts background/involvement. (i.e., arts events attended/supported, studies and workshops, memberships, etc.)

I am interested in working in the following area(s) Baltimore Clayworks  
(Read *Internship Description*. Check all that apply with X):

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Assistance  | <input type="checkbox"/> Educational Programming            |
| <input type="checkbox"/> Development/Special Events | <input type="checkbox"/> Children's Program and Summer Camp |
| <input type="checkbox"/> PR/Marketing               | <input type="checkbox"/> Studio/Facilities Maintenance      |
| <input type="checkbox"/> IT and Graphic Design      | <input type="checkbox"/> Woodkiln Program                   |
| <input type="checkbox"/> Exhibitions                | <input type="checkbox"/> Community Arts                     |
| <input type="checkbox"/> Gallery                    | <input type="checkbox"/> Other _____                        |

Give top two choices of departments/assignments

1) \_\_\_\_\_ 2) \_\_\_\_\_

List any goals and other areas of interests that you would like to explore while at Baltimore Clayworks through internship/volunteer program (Be specific):

What other skills/talents/hobbies do you have that you can apply during the time of the service? Do you have anything else that you would like us to know about yourself?

Do you have a vehicle? YES / NO

Do you have a laptop computer? YES / NO

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

5707 Smith Avenue  
Baltimore Maryland 21209

T. 410 578 1919 F. 410 578 0058  
[www.baltimoreclayworks.org](http://www.baltimoreclayworks.org)