



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

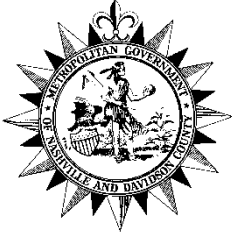
Community Arts Leaders of Nashville Internship Program Fall 2024 and Spring 2025

Application and Program Guidelines

Application Deadlines:

Host Sites: March 8, 2024 at 11:59PM Central Time
Students (Fall 2024 Semester): May 15, 2024 at 11:59PM Central Time
Mentors (Fall 2024 Semester): July 15, 2024 at 11:59pm Central Time
Students (Spring 2025 Semester): October 1, 2024 at 11:59PM Central Time
Mentors (Spring 2025 Semester): December 1, 2024 at 11:59pm Central Time

For assistance or accommodations with Metro Arts funding call (615) 862-6802
or email arts@nashville.gov



*Funding for this program is provided by the
Metropolitan Government of Nashville &
Davidson County.*

Metro Arts receives
operational support

from the:



Nondiscrimination Policies, ADA Compliance & Accessibility

The Metropolitan Government of Nashville & Davidson County does not discriminate on the basis of race, color, national origin, gender, gender identity, sexual orientation, age, religion, creed, or ability in admission to, access to, or operations of its programs, services, or activities. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other employment practices because of non-merit factors shall be prohibited.

Questions, concerns, complaints, requests for accommodation, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to Metro Arts' ADA Compliance Coordinator:

Christiana Afotey, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300;
Christiana.Afotey@Nashville.gov; (615) 862-6721, TTY Relay Service 800-848-0298

Individuals who have a hearing impairment and require auxiliary aids and services for effective communication in the programs, services, or activities of the Metro Nashville Arts Commission are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in alternative formats through the office of the ADA Compliance Coordinator, Monday through Friday, 8:30 a.m. until 4:30 p.m.

INTERPRETATION SERVICES: Should an individual need language interpretation, Metro Arts will secure assistance using a Metro approved over-the-phone or in-person interpretation service*

Si necesita ayuda con el idioma, por favor háganlo saber y nosotros proporcionaremos el interprete para podernos comunicar mejor.

إذا كنت بحاجة إلى مساعدة لغوية ، فالرجاء إخبارنا بذلك .سوف نحصل على مترجم يمكنه مساعدتنا في التواصل مع بعضنا البعض.

Ji kerema xwe em bizanin eger hûn bi alîkariya înglîzî re pêdivî ye. Em ê wergirtineke kurdî bibînin ku dikare alîkariya me bi hev re biaxivin.

Forward inquiries concerning nondiscrimination policies, other than ADA compliance, to:

Metro Human Relations Commission, 404 James Robertson Pkwy, Suite 130, P.O. Box 196300, Nashville, TN 37219-6300

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Mission + Vision

About Metro Arts

Metro Nashville Arts Commission or “Metro Arts” is the office of Arts & Culture for the city of Nashville and Davidson County. Metro Arts is a branch of Metro Government that strives to ensure that all Nashvillians have access to a creative life through community investments, artist and organizational training, public art and creative placemaking coordination, and direct programs. We believe that arts drive a more vibrant and equitable community.

Metro Nashville Arts Commission was created in 1978 by Metro Charter, MCL § 2.112

About This Program

Community Arts Leaders of Nashville provides paid internships at Nashville-based arts organizations, mentorship with arts professionals, and professional development experiences for undergraduate college students.

The goals of this program are to:

- Provide undergraduate interns with direct work experience in the arts sector;
- Facilitate connection between arts administrators and professionals at different stages in their careers;
- Support the capacity of local arts organizations;
- Increase the visibility and connectivity of arts organizations and artists in Nashville.

2024-2025 Internships

Description and Award Amount

For Fall 2024 – Spring 2025, Metro Arts expects to award **seven internships each semester*** for 14 weeks of paid work experience at Nashville-based arts organizations. Interns will each receive **\$3,750** to work 8-10 hours per week during the 14-week internship period. Interns will also participate in approximately 5 hours of one-on-one mentoring with an arts professional, 4 professional development workshops, and optional arts and culture experiences around Nashville.

Funds will be paid to selected host sites as a grant from Metro Arts. Host sites will then pay interns and mentors. These \$6,700 grants will include:

- \$3,750 to be paid to interns for 14 weeks of work on-site at the host organization, including a \$500 transportation grant for interns to be paid before the internship begins.

- \$450 to be paid to mentors matched to each intern by Metro Arts
- \$2,500 administration support for host sites

Interns will *not* be Metro employees. The Host Site will employ Interns. Interns are subject to Host Sites' employment practices and policies.

**This program is dependent on funding available from Metro Arts' budget. The exact number of internships awarded is dependent on the number of intern applications and number of host organizations.*

Internship Dates

The dates for this internship are as follows:

- **Fall Semester 2024: Monday, September 2, 2024 – Friday, December 13, 2024, with a break the week of November 18-22, 2024.**
- **Spring Semester 2025: Monday, January 20, 2025 – Friday, May 2, 2025, with a break aligned with student's academic spring break.**

If selected, interns are expected to be onsite in Nashville for this period, excluding the corresponding breaks for each semester.

Host Sites will work with students to create work schedules that are balanced with the student's academic calendar, within the confines of Host Site's needs.

Intern Eligibility

This opportunity is open to undergraduate students at public or private colleges, universities or post-secondary institutes of higher learning located in the state of Tennessee. Students must be authorized to work in the United States. Priority consideration will be given to interns from financially disadvantaged backgrounds who qualify for a Pell grant through Federal Student Aid (see: <https://studentaid.gov/understand-aid/types/grants/pell>). Applicants must submit documentation of their Pell Grant eligibility with their applications.

Host Site Eligibility

This opportunity is open to Host Sites that are arts-focused 501c(3) nonprofit organizations located in Davidson County or conducting a majority of programming in Davidson County. An arts-focused organization is defined as an organization whose primary mission is to directly support the performance, exhibition, or instruction of art. The word 'art' here refers to a number of artistic genres including dance, folk and traditional arts, literary arts, media arts, music,

performance art, theater, and visual arts. Please contact Metro Arts staff (see “Metro Arts Contact,” page 9) if you have questions regarding the definition of an “arts-focused organization.” Host Sites do not need to be current grantees of Metro Arts. Arts Organizations can apply to be host sites for the fall semester, spring semester, or both.

Mentor Eligibility

The artist mentor opportunity is open to professional artists or arts administrators with at least 2 years of paid experience in the arts, as reflected on a submitted resume or curriculum vitae.

Internship Focus

Host Sites will select an area of focus on their application. Interns will then apply to projects within those areas of focus. Areas of focus may include:

- Arts Programming Administration
- Community Engagement
- Finance or Management
- Fundraising, Grant Writing and Development
- Marketing and Communications
- Production/Curation
- Legislative Advocacy
- Other (Host Site to describe)

Student applicants should be prepared to describe any skills or experience that relate to the area of focus in which they’d like to work.

Mentoring and Professional Development

In addition to working with their host site, each intern will be matched with a mentor arts professional currently working in Nashville. These mentors will be paid \$450 from the total award amount paid to host organizations. Mentors will provide approximately 5 hours of one-on-one coaching to the interns. Mentors provide another resource and connection to the arts ecosystem in Nashville. Mentors will be recruited and matched to interns by Metro Arts staff. Metro Arts will provide mentor orientation.

Mentors will *not* be Metro employees.

Intern Expectations

We ask that interns:

- Share your passion, creativity and unique perspective with your host site and your intern cohort, and approach your work experiences with openness, curiosity, and willingness to learn.
- Be present **in-person** in the Nashville area for the internship period. You will be expected to work in-person at the host site unless you set up an alternative work agreement with your host site.
- Work 8-10 hours per week with the host site (125 hours total) at hours agreed upon with your host site. 10 hours of paid time off are available during the internship period.
- Communicate with your host site supervisor about your work, schedule, and any absences.
- Follow all work and safety policies/guidance from your host site, including guidance about COVID-19 related exposure, quarantine, or absence.
- Participate in 5 hours of one-on-one mentorship with your arts mentor and attend approximately 5 hours of professional development activities, in addition to the kick-off orientation and wrap-up meetings.
- Participate in periodic check-in meetings with Metro Arts about your internship experience.
- Secure your own housing in the Nashville area and transportation to and from the work site, mentor meetings and professional development activities.
- Communicate promptly with Metro Arts about any conflicts that you cannot resolve with your host site or mentor.
- Complete an end-of-program survey with Metro Arts.

Host Site Expectations

We ask that host sites:

- Provide meaningful work experiences that contribute to your intern's professional growth and learning *and* support the capacity or growth of your organization.
- Provide a culture of respect and belonging for interns of diverse identities, backgrounds, and perspectives.
- Designate a dedicated intern supervisor to oversee the intern experience and be the point of contact for your organization with Metro Arts.
- Ensure the intern is authorized to work in the United States.
- Add your intern as a W2 employee for the duration of their work with your organization.
- Receive grant funds from Metro Arts prior to the internship start date and advance interns a \$500 transportation grant before internship start. Process payment to interns bi-weekly, and manage Paid Time Off balance for your intern.
- Process \$450 payment to arts mentor provided by Metro Arts. Mentors may be paid as independent contractors.

- Participate in the host site orientation meeting and periodic check-in meetings with Metro Arts.
- Participate in interviews with the top 2-4 candidates for your position.
- Communicate promptly with Metro Arts about any conflicts that you cannot resolve with your intern.
- Complete an end-of program report with Metro Arts, including report of expenditures.

Mentor Expectations

We ask that mentors:

- Share your story, experience, and unique perspective with your mentee.
- Provide approximately 5 hours of one-on-one time with your mentee over the course of the internship period.
- Participate in a mentor orientation meeting and periodic check-in meetings with Metro Arts.
- Attend relevant professional development workshops with the intern cohort.
- Help connect the intern cohort to unique arts experiences in Nashville.
- Communicate promptly with Metro Arts about any conflicts you cannot resolve with your intern.
- Complete an end-of-program survey with Metro Arts.

Application Process

Host Sites

For Academic Year 2024-2025, applications will be received, and host sites will be selected according to the following timeline:

- **Host site application open: February 1, 2024 – March 8, 2024**
- **Host sites selected: March 2024**
- **Intern interviews (fall): June 2024**
- **Intern/host site matches confirmed (fall): July 15, 2024**
- **Payments released to host sites (fall): July 2024**
- **Intern interviews (spring): Oct-Nov 2024**
- **Intern/host site matches confirmed (spring): December 1, 2024**
- **Payments released to host sites (spring): December 2024**

Arts Organizations can apply to be host sites for the fall semester, spring semester, or both. At least one representative from the host site must attend virtual interviews with the final 2-4 candidates for their project prior to each semester.

Students and Mentors

For Fall 2024, applications will be received, and interns will be matched with host sites and mentors according to the following timeline:

- **Intern application open: April 1, 2024 – May 15, 2024**
- **Mentor application open: June 1, 2024 – July 15, 2024**
- **Intern interviews: June 2024**
- **Intern/host site matches confirmed: July 15, 2024**
- **Mentor matches confirmed: July 31, 2024**
- **Internship period: September 2, 2024 – December 13, 2024, with a break the week of November 18-22, 2024.**

For Spring 2025, applications will be received, and interns will be matched with host sites and mentors according to the following timeline:

- **Intern application open: August 12, 2024 – October 1, 2024**
- **Mentor application open: October 15, 2024 – December 1, 2024**
- **Intern interviews: October - November 2024**
- **Intern/host site matches confirmed: December 1, 2024**
- **Mentor matches confirmed: December 15, 2024**
- **Internship period: January 20, 2025 – May 2, 2025, with a break aligned with student's academic spring break.**

All applications will be available via Metro Arts' online Submittable [portal](#).

Applications are reviewed by Metro Arts staff. Please see attachments for sample applications and scoring rubrics.

Payment

Funds will be distributed as a grant to selected host sites. Metro Arts will provide payment of the 100% of the grant directly to host organizations at least four weeks in advance of the internship start date. Host sites agree to pay interns at least biweekly (every other week) during

the course of the internship period. In addition, host sites will pay a \$500 transportation grant (from the \$3,750 total) to interns prior to the internship start date to assist interns to obtaining housing and/or transportation to the first two weeks of work.

Host sites agree to pay mentors a \$450 grant by the end of the internship period.

\$2,500 in administration support per semester is included in the award for host sites to help cover the administrative cost of supervising the intern and managing the grant.

Grant funds are to be used by the host organization solely for the purposes of compensating the interns, compensating the mentors, and for administrative support.

Grant Requirements (for Host Sites)

- All grantees will be required to sign a contract and submit a budget with Metro Arts upon selection as a host site.
- No parties affiliated with this grant are Metro Government employees (interns, mentors, host organizations, or host organization supervisors or any other grant affiliated parties).
- Upon completion of an executed grant contract, all grant funds will be paid 100% upfront. Detailed financial documentation including payments to interns and mentors on schedule must be submitted with the final reports (with date of checks or proof of deposited checks, etc.).
- Metro Arts reserves the right to monitor grant activity and financials as needed.'
- Host organizations must submit records of expenditures of the funds at the close of the internship period.

Policies and Conflict Resolution

Interns should contact Metro Arts if they experience a conflict they cannot resolve with their host site or mentor. Host sites and mentors should contact Metro Arts if they experience a conflict they cannot resolve with their intern.

Employment with the host site is at-will for both the intern and the host organization. **Interns are not Metro employees.** Metro Arts does not guarantee a new intern placement if the intern or host site terminate the work agreement before the end of the internship period.

Liability and Indemnification

Metro's liability is limited to the amount funded to the host organization. Applicant agrees to indemnify and hold harmless Metro, officers, agents, and employees from:

- A. Any claims, damages, or costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Applicant, its officers, employees, and/or agents, in connection with the project, and
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of Applicant, its officers, employees, and/or agents to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. Metro will not indemnify, defend, or hold harmless in any fashion the Applicant from any claims arising from any failure, regardless of any language in any attachment or other document that the Applicant may provide.
- D. Applicant shall pay Metro any expenses incurred as a result of applicant's failure to fulfill any obligation in a professional and timely manner.

Any final products from the project are the sole responsibility of the applicant. Metro is not responsible for installation, maintenance or removal of a project.

Public Availability of Applications

Please note that applications submitted to Metro Arts become public record and may be obtained through a Public Records Request. Metro Arts staff reserves the right to use de-identified sections of applications as samples to assist future applicants understand the grants process.

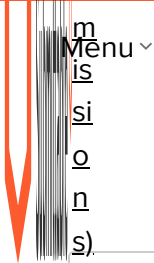
Metro Arts Contact

The Metro Arts contact for this program is:

Josiah Golson
Restorative Arts and Equity Manager
Metro Arts Commission
615-862-6720

Josiah.golson@nashville.gov

For further assistance, please contact:
| 615-862-6802 | arts@nashville.gov



Attachment 1: Host Site Application

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2024-2025 Community Arts Leaders of Nashville Internship Application - Host Site Application

Organization Name *

Limit: 300 characters

Contact Person Name *

Contact Person Email *

Organization Mailing Address *

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Contact Person Phone Number *



Please attach proof of your organization's 501c3 nonprofit status with the IRS. *

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .jpg, .jpeg, .png

**1. For which semesters are you interested in hosting an intern?
(check all that apply) ***

Fall 2024 (Monday, September 2, 2024 – Friday, December 13, 2024, with a break the week of November 18-22, 2024)

Spring 2025 (Monday, January 20, 2025 – Friday, May 2, 2025, with a break aligned with student's academic spring break)

Question not scored; information only.

2. Please select or write in the category of intern placement.

Community Engagement

- Education
- Fundraising/Development
- Marketing and Communications
- Programming
- Production/Curation
- Finance/Management
- Other (please write in below)

Not scored. For informational purposes only.

3. Describe the purpose and vision for how the intern would contribute to the organization's work. Include a job description, if available. *

This question will be scored according to the following rubric:

Outstanding: Applicant has a clear vision for the purpose and role of the selected intern.

Satisfactory: Applicant has a clear vision for the role of the selected intern.

Fair: Applicant has minimal vision for the role of the selected intern..

No evidence: No evidence.

4. Describe the climate and culture of your organization's work environment. *

This question will be scored according to the following rubric:

Outstanding: Applicant communicates a description and examples of a positive, supportive, and empathetic climate and culture that honors the whole person.

Satisfactory: Applicant communicates a description of a positive, supportive, and empathetic climate and culture.

Fair: Applicant communicates a description of a positive climate and culture.

No evidence: No evidence.

5. Describe the system of support for the intern. What is the intern going to gain from the experience? *

This question will be scored according to the following rubric:

Outstanding: Applicant has a clear, consistent, and collaborative system of support in place to uplift the voice, agency, and experiences of the intern.

Satisfactory: Applicant has a clear, consistent, and collaborative system of support in place.

Fair: Applicant has a system of support in place.

No evidence: No evidence.

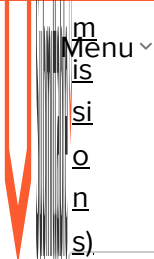
Thank you! Metro Arts will review your application.

We will contact you via email if your organization is selected to host an intern. Host site opportunities will be posted to Metro Arts' website, and interns will have the opportunity to apply to specific opportunities. Host site representatives will be involved in the interview process for your selected semester(s).

Please contact Josiah Golson at josiah.golson@nashville.gov (<mailto:josiah.golson@nashville.gov>) with any questions.

Save Draft

Submit Form



Attachment 2: Student Application
(Spring 2025 application is identical)

Back to Edit

Fall 2024 Community Arts Leaders of Nashville Internship Application - Student Application

Your Name *

Limit: 300 characters

Your Pronouns

Your Email *

Your Mailing Address *

Country

Address

Address Line 2 (optional)

City

State, Province, or Region

Zip or Postal Code

Your Phone Number *



Current college/university or institute of post-secondary education *

Are you authorized to work in the United States? *

Yes

No

1. Please select the host site you're interested in working with: *

HOST SITE 1

HOST SITE 2

HOST SITE 3

HOST SITE 4

HOST SITE 5

HOST SITE 6

HOST SITE 7

(Host sites to be added after host site application process).

You may select more than one host site.

Not scored. For matching purposes only.

2. Describe any past or current skills or ambitions related to the selected internship opportunity/ies above. *

This question will be scored according to the following rubric:

Outstanding: Applicant has engaged in past skills directly related to the selected category and/or has plans to currently engage in related skills or ambitions.

Satisfactory: Applicant has plans to currently engage in skills or ambitions directly related to the selected category.

Fair: Applicant has some interest in the selected field without any direct skills.

No evidence: No evidence.

3. Why do you want to participate in this program? What do you hope to learn? *

This question will be scored according to the following rubric:

Outstanding: Applicant communicates commitment and purpose as it relates to program participation; Applicant's background and experiences reflect some prior access to arts institution opportunities.

Satisfactory: Applicant communicates commitment and purpose as it relates to program participation.

Fair: Applicant communicates some interest in program participation.

No evidence: No evidence.

4. What would you value in a partnership with a mentor and/or mentoring organization? *

Not scored. For matching purposes only.

5. Do you qualify for a Pell grant from Federal Student Aid?

Yes

No

Students from financially disadvantaged backgrounds will receive priority consideration.

Please attach proof of your Pell grant qualification. *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .jpg, .jpeg, .png

See <https://studentaid.gov/help-center/answers/article/have-i-ever-received-pell-grant> (<https://studentaid.gov/help-center/answers/article/have-i-ever-received-pell-grant>) for more information.

Demographic information

The following questions are optional and are not used for scoring.

What is your age range?

Select... ▼

What is your gender?

Select... ▼

What is your racial/ethnic or cultural identity?

- American Indian/Alaska Native
- Asian
- Black or African American
- Hispanic or Latinx
- Middle Eastern North African
- Native Hawaiian or Other Pacific Islander
- White
- Two or More Races
- Other
- Prefer not to say

Do you identify as having a disability?

- Yes
- No
- Prefer not to say

Please add me to Metro Arts' mailing list

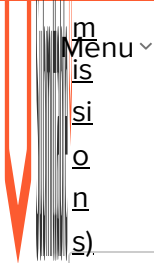
Thank you! Metro Arts will review your application.

If you are selected for the next round of consideration, we will contact you via email to set up an interview (via Zoom). Please keep in mind that not all students who apply may be contacted for an interview or matched with a host site organization. Intern matching depends on host site projects fitting with interns' skills and interests.

Please contact Josiah Golson at josiah.golson@nashville.gov (<mailto:josiah.golson@nashville.gov>) with any questions.

Save Draft

Submit Form



Attachment 3: Mentor Application

[Back to Edit](#)

Community Arts Leaders of Nashville Mentor Application

Your Name *

Limit: 300 characters

Your pronouns

Your email *

Please enter an email address you check regularly.

Your phone number *



Do you live or primarily work in Davidson County, TN? *

- Yes
- No

Your Davidson County Address

If you live outside Davidson County but primarily work in the county, please enter your work address

Street Address *

City *

State *

Zip Code *

Council District *

Look up your Metro Council District here: <https://www.nashville.gov/Metro-Council/Metro-Council-Members.aspx>

Is your mailing address different from the address above? *

- Yes
- No

In what artistic genres do you work? *

- Dance
- Folk and Traditional Arts
- Literary Arts
- Media Arts
- Music
- Performance Art
- Theater Arts
- Visual Art
- Other

Choose all that apply.

Please describe your work or professional experience in the arts: *

Please describe any past mentorship or teaching experience: *

Why do you think you would be a valuable mentor for undergraduate students interested in a career in the arts? *

What do you value in a mentor/mentee relationship? *

The following questions are optional

What is your age range?

Select... ▼

What is your gender identity?

Select... ▼

What is your racial/ethnic or cultural identity?

- American Indian/Alaska Native
- Asian
- Black or African American
- Hispanic or Latinx
- Middle Eastern North African
- Native Hawaiian or Other Pacific Islander

- White
- Two or More Races
- Other
- Prefer Not to Say

Do you identify as having a disability?

- Yes
- No

Please upload a copy of your resume or CV *

Choose File

Upload a file. No files have been attached yet.

Acceptable file types: .pdf, .doc, .docx, .jpg, .jpeg, .png

Include any professional or personal arts experience.

Can you commit to the following?

- Maintain a valid email address to communicate with Metro Arts staff;
- Share your story, experience, and unique perspective with your mentee.
- Provide approximately 5 hours of one-on-one time with your mentee over the course of the internship period (scheduled with your mentee).
- Commit approximately 5 hours of participation in panel discussion, workshops, or networking events with the intern cohort
- Complete an end-of-program survey with Metro Arts.

- Yes, I commit to the above. ***

Please add me to Metro Arts' mailing list.

Thank you! We will contact you via email if you are matched with a mentee.

Please note that not all qualified mentors may be matched with a mentee. Mentors and mentees are matched based on alignment of genre or artistic forms, creative interests/experiences, and values identified in the narrative questions above.

Please contact Josiah Golson at josiah.golson@nashville.gov (<mailto:josiah.golson@nashville.gov>) with any questions.

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Submit Form