

Arkansas State Committee of the National Museum of Women in the Arts
Elizabeth J. Pruett Internship

For additional information, contact:

Kitty Rubenstein at 870-534-5933 or email: internship@acnmwa.org

The 2014-2015 internship provides women 18 years of age and older, opportunities to learn about and to make contributions to the cultural life of our state. The application is open to those women whose program of study is applicable to the advancement of Arkansas fine arts or art history. The location of the internship is chosen by the board of directors on a rotating basis dependent upon opportunities available at various institutions of higher learning, as well as galleries and art centers. The internship, based on a set of defined deliverables, receives an incremental stipend to be used at the recipient's discretion. The final portion is payable upon satisfactory completion of deliverables, after which the intern gives an oral presentation about her internship project at a quarterly meeting of the entire board. A description for the 2014-2015 internship follows. Applications may be emailed to: internship@acnmwa.org or mailed to: Kitty Rubenstein at 14 Southern Pines Drive, Pine Bluff, AR 71603.

2014-2015 Internship: Administrative Assistant

This internship gives the recipient the opportunity to learn the processes necessary to conducting business related to running a successful nonprofit arts organization. Deliverables: The intern will complete communications as directed the Executive Committee: including news releases, social media postings, and thank you letters and notes. The intern will respond to web inquiries and confirm project applications. The intern will maintain the confidential membership database that includes ACNMWA-related individuals, businesses, and state agencies, with their contact information, and date of activity to include: membership status and dues payments (state and national), and all donations (endowment campaign gifts, state and private foundation grants). The intern is required to have a personal computer, unlimited access to the internet, active email accounts, experience with social and special media options, knowledge of database processes (Microsoft Excel), and the software necessary to complete the internship requirements. The intern is not required to live in the same town as the intern mentor. The intern mentor and the selected intern will create a calendar of communication to track progress of deliverables for a 3-month period to be determined. The internship stipend is \$3,000, paid in \$1,500 increments.

2014-2015 Elizabeth J. Pruett Internship Application

1. Contact Information

Name _____

Address _____ City _____

State _____ Zip _____ County _____

Home Phone _____ Alternate Phone _____

Email _____

D.O.B. (opt) _____ AR Resident Since _____

SS# _____

2. Short Essay

In 250 words, please describe how this internship would benefit your professional growth, and what you can bring to this year's project. (Please print in this allotted space, or attach your short essay on a separate sheet of paper. Do not reduce font size below 10 pt).

3. Education

(provide information starting with the most recent date. If not applicable, put N/A.)

Institution	Major	Degree	Inclusive Dates
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4. Grants, Fellowships, or Scholarships

Amount	Area of Study	Date
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5. Prizes / Honors

Name of prize or honor	Awarding institution	Year
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6. Exhibitions, Performances, Publications

Title	Where presented	Juror	Date
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Deadline

Application deadline to be announced. Any applications received after the deadline will not be accepted. The Arkansas Committee is not responsible for lost or damaged materials.

Agreement

I hereby certify that I meet the eligibility criteria for the Elizabeth J. Pruet Internship. All facts and representations made in this application, including any attached portions, are true to the best of my knowledge. I further stipulate that if I am awarded the internship, I will make a written report and oral presentation to the Arkansas State Committee upon its completion.

Applicant Name (printed): _____

Applicant Signature: _____ **Date:** _____