



Internship Application

Cornerstone Center for the Arts provides opportunities for creative expression and artistic development in our beautiful, historic building.



Explore ■ Create ■ Escape

The Education Department at Cornerstone offers art classes for children and adults in various areas of art, including visual arts, dance, music, martial arts, language, theatre, writing, and more.

The Rentals & Events Department coordinates many events including: wedding receptions, luncheons, performances, and more.

The Department of Community Engagement raises funding for the organization through several donor and public relations campaigns.

Key responsibilities include, but are not limited to:

Education Intern Public Relations/ Marketing/Communication

- Write news releases
- Aid in designing class brochures
- Write, design and manage content for monthly organizational newsletters
- Design fliers, announcements, and other marketing tools
- Create materials for class and event promotions
- Assist with the planning for the end of the semester Celebration/Open House
- Complete other tasks as assigned by Cornerstone staff
- Interact with Cornerstone's students and the public community

Education Intern Videography/Photography/ Telecommunications

- Photograph various events and activities for promotional use
- Shoot and compile video footage from classes to help create class promotional videos
- Working knowledge of cameras and related equipment
- Photography experience preferred
- Assist with designing fliers and other marketing tools
- Ability to manage multiple projects
- Complete other tasks as assigned by Cornerstone staff
- Interact with Cornerstone's students and the public community

Education Intern Art/Graphic Design

- Assist in organizing and planning Cornerstone's annual Art Show.
- Maintain art gallery space in the building
- Design fliers, announcements, and other marketing tools for the Art Show
- Assist in acquiring sponsorships for the Art Show
- Complete other tasks as assigned by Cornerstone staff

Community Engagement Intern Public Relations/Business/ Communication

- Assist in annual fundraising campaign by soliciting donations and preparing acknowledgements
- Maintain donor database and generate customized reports to support development activities
- Research foundations and seek out funding guidelines and giving histories
- Participate in the preparation of grant proposals and letters of inquiry

Rentals & Events Intern Public Relations/Marketing/ Hospitality/Business

- Sit in with clients on meetings to finalize event details
- Assist in ordering supplies for events
- Interact with catering staff and other event vendors
- Assist in designing marketing plans to attract and book events and rentals for Cornerstone's rooms
- Use software to update public message board and internal calendar
- Assist on-site at events
- Clerical duties as assigned



Internship Application

Internship applying for:
(please circle one)

Education
Public Relations/Marketing

Community Engagement
Public Relations/Fundraising

Education
Videography/Photo

Rentals & Events
Events Management

Education
Art

Name: _____ Date: _____

Current Address

Street: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Cell phone: _____

Email: _____

Permanent Address

Street: _____

City: _____ State: _____ Zip: _____

Please specify internship semester: (circle one) Fall Spring Summer

University/College: _____

Major: _____ Minor (s): _____

Will you be requesting academic credit? Yes No

How many hours will you be committing each week? _____

Date available to start: _____ End date: _____

Signature: _____

Please send resume, cover letter, and application via mail, email, or fax to
Sarah Taylor, staylor@cornerstonearts.org
520 E. Main St.
Muncie, IN 47305
P: 765.281.9503
F: 765.281.1171