



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Community Arts Leaders of Nashville Internship Program Spring 2027

Program Guidelines

Application Deadlines:

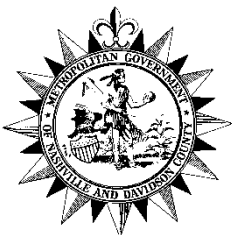
Host Sites: November 2, 2026 at 11:59PM Central Time

Interns: November 6, 2026 at 11:59PM Central Time

Mentors: November 6, 2026 at 11:59pm Central Time

Apply on Submittable: <https://mnac.submittable.com/submit>

For assistance or accommodations, call (615) 862-6730 or email arts@nashville.gov



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

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:

Vivian Foxx, Metro Nashville Arts Commission, P.O. Box 196300, Nashville, TN 37219-6300 vivian.foxx@nashville.gov 615-862-6730, TTY Relay Service 800-848-0298

Individuals who have 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 bibînîn ku dikare alîkariya me bi hev re biaxivin.

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

Metro Human Relations Commission, 150 2nd Ave N., Suite 217, 37201 P.O. Box 196300, Nashville, TN 37219-63

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 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 the arts drive a more vibrant and equitable community. The Metro Nashville Arts Commission was established by ordinance in 1978.

Community Arts Leaders of Nashville

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;
- Increase access to opportunities in the creative workforce;
- 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.

2027 Internships

Description and Award Amount

Activities of Community Arts Leaders of Nashville will take place during the spring semester in 2027. Selected arts-focused organizations will serve as host sites. Funds will be paid to selected host sites as a grant of \$6,700 from Metro Arts. Host sites will then pay interns and mentors as described below.

The \$6,700 grant must be used for the following:

- \$3,750 paid to the intern
 - \$500 advance to support transportation needs, to be paid to interns in advance of the internship start date
 - \$3,250 total for wages for 125 hours of work with the host organization
- \$450 paid to the mentor matched with each intern
- \$2,500 administration support for the host site

Interns will *not* be Metro employees. The host site will employ interns. Interns are subject to host sites’ employment practices and policies. Interns will each receive \$3,750 for the duration of the internship. \$3,250 in total will be paid for 125 hours of work at an hourly rate of \$26/hour. This

will be approximately 8-10 hours per week. In addition to 125 hours of work, interns will also participate in five (5) hours of one-on-one mentoring with an arts mentor and two (2) professional development activities.

Mentors provide another resource and connection to the arts community. In addition to working with their host site, Metro Arts will match each intern with a mentor currently working in Nashville. Mentors will be paid \$450 from the total award amount paid to host site organizations. Mentors will *not* be Metro employees. Mentors will be independent contractors with the host site and as such, responsible for providing the host site a W9 and/or necessary documentation for payment. Mentors will provide five (5) hours of one-on-one coaching to the intern and attend opening and closing events hosted by Metro Arts over the course of the program.

The Community Arts Leaders of Nashville program is dependent on Metro Arts funding availability. Metro Arts anticipates awarding six (6) to eight (8) internships for Spring 2027.

Important Dates and Internship Schedule

The internship will take place in the spring semester 2027. The tentative dates are Monday, February 1, 2027 – Friday, April 30, 2027, with a weeklong break aligned with each intern's academic spring break.

Dates for the application and internship period are as follows. Dates are subject to change.

Application Period

- **October 7, 2026 – November 2, 2026:** Host site application period
- **October 7, 2026 – November 6, 2026:** Intern and mentor application period
- **November 2, 2026, 11:59 pm CST:** Host site deadline
- **November 6, 2026, 11:59 pm CST:** Intern and mentor deadline
- **November 16 – 17, 2026:** Host site and intern interviews (In-Person)
- **November 20, 2026:** Internship match notifications
- **November 30 – December 3, 2026:** Mentor interview with Metro Arts (Virtual)
- **Friday, December 4, 2026:** Mentor/mentee match notifications
- **January 2027:** Grant disbursement to host sites

Internship Period

- **Wednesday, January 13, 2027 at 1 pm CST:** Host site orientation (Virtual)
- **Wednesday, January 13, 2027 at 5:30 pm CST:** Intern orientation (Virtual)
- **Thursday, January 14, 2027 at 5:30 pm CST:** Mentor orientation (Virtual)
- **Monday, February 1, 2027:** Internships begin
- **Friday, February 5, 2027:** Kickoff event with all participants (host site representatives, interns, and mentors)

- **Week of March 22, 2027:** Professional development activity (date subject to change if any interns' spring break falls during this week).
- **Friday, April 16, 2027:** Closing event with all participants (host site representatives, interns, and mentors)
- **Friday, April 30, 2027:** Internships conclude
- **Monday, May 31, 2027:** Final closeout reports and end of program surveys due from host site, interns, and mentors to Metro Arts.

Program Eligibility

Metro Arts will collect applications and facilitate the matching process for the three participant groups (host sites, interns, and mentors). The eligibility requirements for each group are as follows.

Host Site Eligibility

This opportunity is open to arts-focused 501(c)3 nonprofit organizations based in Davidson County. An arts-focused organization is one whose primary mission is to directly support the performance, exhibition, or instruction of art and whose majority of programming supports the performance, exhibition, instruction, creation, or education in the arts. Art refers to several artistic genres including, but not limited to dance, film and media arts, craft, literary arts, music, performance art, multidisciplinary work, theater, or visual arts.

Host sites applicants must meet all the following criteria:

- Be chartered in the state of Tennessee and tax-exempt under the IRS Code Section 501(c)(3).
- Have an IRS Letter of Determination with an effective date of exemption of September 1, 2025, or earlier.
- Be active and in good standing with the Tennessee Secretary of State's Business Services Division and Office of Charitable Solicitations, indicating the agency is currently duly registered to solicit public funds in Tennessee.
- Organizations must have a business address located in Davidson County and operate the majority of its programming in Nashville.

Colleges or universities are not eligible to apply. Organizations whose primary purpose or activities involve religious practices or intent are not eligible to apply.

Please contact us if you have questions regarding the definition of an arts-focused organization.

Intern Eligibility

This opportunity is open to undergraduate students that are 18-years-of-age or older 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. Students from financially

disadvantaged backgrounds who qualify for a Pell grant through Federal Student Aid are guaranteed to receive an interview. Applicants must submit documentation of their Pell grant eligibility with their applications

Students that have previously been a Metro Arts CALN intern are ineligible to apply.

If selected, interns are expected to be onsite in Nashville for their work with the host site, excluding the spring break period. Interns must be able to consistently work approximately 8-10 hours per week through the internship period. Host sites will work with interns to create work schedules that are balanced with the intern's academic calendar, within the confines of host site's needs.

Mentor Eligibility

The artist mentor opportunity is open to professional artists or arts administrators that are 18-years-of-age or older, who live or work in Davidson County, and have at least two (2) years of paid experience in the arts, as reflected on a submitted resume or curriculum vitae.

Mentors cannot be an employee of the host site where the intern is placed. Employees of the Metropolitan Government of Nashville and Davidson County, including Metropolitan Nashville Public Schools, are ineligible to apply.

Program Details and Expectations

Internship Focus

Host sites will select an area or areas of focus on their application for the type of internship they intend to provide. Multiple categories may be selected, as internship roles might contain overlapping skills and responsibilities. Likewise, intern applicants will select all categories for which they would like to be considered. Through the application review and interview processes, Metro Arts will facilitate the best possible matches for each intern and host site.

If selected, host sites must supply a job description to be used in the interview and matching process. Intern applicants should be prepared to describe any skills or experience that relate to the area of focus in which they indicate interest in their application and/or interview.

Areas of focus include:

- **Arts Education:** Support for teaching, workshops, and curriculum development in the arts.
- **Arts Programming:** Support for programs, workshops, and events that support the performance, exhibition, instruction, creation, or education in the arts.
- **Community Engagement:** Support for community outreach, relationship-building, coalition work, and/or cultural organizing for an organization.

- **Development:** Support for grant writing, donor relations, fundraising, and related projects or events.
- **Finance or Operations Management:** Support for financial management, reporting, accounting, and operations support.
- **Marketing and Communications:** Support for communications and writing, public messaging, promotion, and social media.
- **Production/Curation:** Support for exhibition design, collection management, research, and administration.
- **Research and Evaluation:** Support for research, evaluation, and data analysis.
- **Other** (Host site to describe)

Host Site Expectations

If selected, host sites should:

- Provide substantive work experiences that contribute to your intern's professional growth and learning, while also supporting the capacity or growth of your organization. Internship roles must be related to the arts-focused work your organization.
- Provide an equitable and accessible workplace. Promote a culture of respect and belonging that actively values diverse identities, backgrounds, and perspectives.
- Designate a dedicated intern supervisor to oversee the intern experience and be the point of contact with Metro Arts.
- Register your organization as a vendor in Metro's payment system in order to receive payment.
- Verify the intern is authorized to work in the United States.
- Add your intern as a W2 or 1099 employee for the duration of their work with your organization. If selected, host sites must indicate and communicate to all intern candidates which employment arrangement will be used. Organizations should ensure that they have capacity for managing the applicable employer payroll taxes and obligations if they add the intern as a W2 employee. Metro Arts encourages the W2 option, but if a 1099 is used, organizations should advise interns on the related tax implications.
- Provide the intern a \$500 advance to support transportation needs before internship start date of February 1, 2027.
- Process payment to interns bi-weekly (every other week). Work with your intern to develop a system to document their hours worked.
- Provide Metro Arts the general work schedule at the beginning of the internship period. Metro Arts will confirm that hours are being completed through periodic, monthly check-ins over the course of the semester. The host site supervisor should promptly notify Metro Arts if there is a possibility that the intern will not complete their 125 hours of work by April 30, 2027.
- Process \$450 payment to arts mentor upon verification from Metro Arts that the mentor has completed required hours. Mentors may be paid as independent contractors.
- Participate in the host site orientation meeting and periodic check-in meetings with Metro Arts.

- Provide intern with an opportunity to share their project or experience with the cohort.
- Participate in in-person interviews with the candidates for the intern position at your site. Metro Arts will make all interview assignments and coordinate all logistics for the interview location and schedule.
- Communicate promptly with Metro Arts about any conflicts that you cannot resolve with your intern. Host site supervisors are responsible for informing Metro Arts about any issues with an intern's performance, attendance, or other responsibilities as soon as possible so that Metro Arts staff can assist as necessary.
- Host site must notify Metro Arts of any active criminal or civil litigation, investigations, reviews, or criminal or other misconduct proceedings of or against the host site during the grant period.
- Complete an end-of program closeout report with Metro Arts, including report of expenditures.

Intern Expectations

If selected, interns should:

- Share your passion, creativity, and unique perspective with your host site and your intern cohort.
- 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.
- Secure your own housing in the Nashville area and transportation to and from all internship related activities.
- Work 8-10 hours per week with the host site (total of 125 hours) at hours agreed upon with your host site. Work with your host site to develop a system to document your hours worked.
- Communicate promptly with your host site supervisor about your work, schedule, and any absences.
- Participate in five (5) hours of one-on-one mentorship with your mentor.
- Participate in two (2) professional development activities provided by Metro Arts.
- Attend the virtual orientation and in-person kick-off and closing events.
- Participate in three (3) scheduled virtual check-in meetings with Metro Arts about your internship experience.
- 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 on Submittable in May 2027.

Mentor Expectations

If selected, mentors should:

- Share your story, experience, and unique perspective with your mentee.

- Provide five (5) hours of one-on-one time with your mentee over the course of the internship period. Mentors will track hours with a form provided by Metro Arts, who will confirm with the host site when the mentor has completed required hours.
- Participate in a mentor orientation meeting and periodic check-in meetings with Metro Arts.
- Attend kickoff and closing events with the intern cohort and host sites during the program.
- 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 on Submittable in May 2027.

Application Process

Metro Arts utilizes an online application called Submittable. All applications must be completed and submitted using this system. The application portal can be accessed at <https://mnac.submittable.com/submit>.

Submittable is a non-Metro-based platform. Technical questions about the portal (account set up, technical difficulties, etc.) should be directed to <https://www.submittable.com/help/submitter/>.

All applicants will answer eligibility questions and short narrative questions. Host site and intern applications and materials will be reviewed by Metro Arts. Applicants will be invited for interviews based on alignment with program goals. Not all who apply will be selected.

Deadlines

All applications must be submitted before the following deadlines:

- Monday, November 2, 2026, 11:59 pm CST: Host site application
- Friday, November 6, 2026, 11:59 pm CST: Intern application
- Friday, November 6, 2026, 11:59 pm CST: Mentor application

Please submit early to avoid last-minute technical difficulties. Metro Arts is not responsible for technical difficulties with the Submittable platform. The submission portal will automatically close after the deadline. Applications that are not submitted before the deadline will not be captured or reviewed.

Payment

Funds will be distributed as a grant to selected host sites. Upon completion of an executed contract, Metro Arts will provide the full \$6,700 grant to host organizations. Funds are to be used by the host site solely for the purposes of compensating the interns and mentors, and for administrative support.

Host sites agree to pay interns biweekly during the course of the internship. In addition, host sites will pay interns a \$500 advance prior to the internship start date. Upon receiving confirmation from Metro Arts staff that mentors have completed their mentorship hours, host sites will pay mentors \$450 no later than May 14, 2027.

Host sites will maintain \$2,500 in administration support to help cover the cost of supervising the intern and managing the grant.

In the event that an intern or mentor does not complete their required hours, those remaining funds shall be returned to Metro Arts.

Additional Host Site Requirements

- All host sites will be required to sign a grant contract with Metro Arts upon selection and the successful matching with an intern and approval by the Arts Commission. The Contract will include outline of allowable funds as described above.
- Host sites must register in the Metro vendor system to receive payment. Instructions will be provided if selected.
- No parties affiliated with this grant, including interns, mentors, host organization representatives or supervisors, may be employees of the Metropolitan Nashville Government, Metropolitan Nashville Public Schools, or a member of the Arts Commission.
- Financial documentation, including payments to interns and mentors and use of administrative support funds, must be submitted with the final closeout report in Submittable. Administrative support expenses may include costs such as host site supervisor salary support, organization supplies used in intern's scope of work, etc.
- Metro Arts reserves the right to monitor grant activity and financials.

Conflict Resolution

Interns should contact Metro Arts in a timely manner if they experience a conflict they cannot resolve with their host site or mentor. Host sites and mentors should also contact Metro Arts in a timely manner 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 will not provide a new intern placement if the intern or host site terminates the work agreement before the end of the internship period. Unused funds must be returned to Metro Arts.

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 Manager
615-862-6720
Josiah.golson@nashville.gov