



METRO ARTS

NASHVILLE OFFICE OF ARTS + CULTURE

Community Arts Leaders of Nashville Internship Program Spring 2026

Application and Program Guidelines

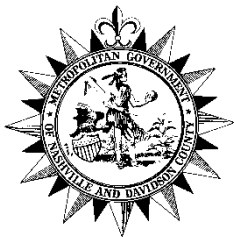
Application Deadlines:

Host Sites: October 3, 2025 at 11:59PM Central Time

Students: November 3, 2025 at 11:59PM Central Time

Mentors: November 3, 2025 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.*

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 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, 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 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 Ordinance, MCL § 2.112.

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;
- 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.

2026 Internships

Description and Award Amount

Activities of Community Arts Leaders of Nashville will take place in spring 2026. 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.

The \$6,700 grant 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. Interns will each receive \$3,750 for the duration of the internship. \$3,250 in total will be paid for 125 hours of work. This will be approximately 8-10 hours per week at a rate of \$26/hour. A \$500 transportation grant will be paid before intern

work begins. In addition to 125 hours of work, interns will also participate in approximately 5 hours of one-on-one mentoring with an arts professional, 3 professional development workshops, and optional arts and culture experiences around Nashville.

This program is dependent on funding available from Metro Arts' budget. Metro Arts anticipates awarding six to eight internships for Spring 2026.

Internship Dates

The internship will take place in the spring semester 2026. The tentative dates are Tuesday, January 20, 2026 – Friday, May 8, 2026, 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 and majority of programming supports the performance, exhibition, instruction, creation or education of art. 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. Please contact Metro Arts staff you have questions regarding the definition of an arts-focused organization.

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. Mentor cannot be an employee of the host site where the intern is placed.

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
- Public Policy
- 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 currently working in Nashville. These mentors will be paid \$450 from the total award amount paid to host organizations. Mentors will *not* be Metro employees, but independent contractors with the host sites. Mentors will be responsible for providing the host sites a W-9 and/or necessary documentation for payment. 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.

Intern Expectations

- 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. 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.
- 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

- 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 or 1099 employee for the duration of their work with your organization. We encourage the W2 option but if a 1099 is used, organizations should advise students on the related tax implications.
- 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 (every other week). Work with your intern to develop a system to document their hours worked.
- 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 candidates for your position.
- 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 they are apparent so that Metro Arts staff can assist as necessary.
- Complete an end-of program report with Metro Arts, including report of expenditures.

Mentor Expectations

- 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

Applications will be received, and host sites will be selected according to the following timeline:

- Host site application open: September 3, 2025 – October 3, 2025
- Intern interviews: November 2025
- Intern/host site matches confirmed: December 5, 2024
- Payments released to host sites: December 2025

At least one representative from the host site must attend virtual interviews with the final candidates for their project prior to each semester.

Students and Mentors

Applications will be received, and interns will be matched with host sites and mentors according to the following timeline:

- Intern application open: October 3, 2025 – November 3, 2025

- Mentor application open: October 3, 2025 – November 3, 2025
- Intern interviews: November 2025
- Intern/host site matches confirmed: December 5, 2025
- Mentor matches confirmed: December 15, 2025
- Internship period: January 20, 2026 – May 8, 2026, with a break aligned with student's academic spring break.

Dates are subject to change. 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 100% of the grant directly to host organizations in advance of the internship start date. Host sites agree to pay interns 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.

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. In the event that an intern or mentor does not complete their required hours and the funds for their payment(s) are not fully disbursed, those remaining funds are to be returned to Metro Arts.

Grant Requirements (for Host Sites)

- All grantees will be required to sign a contract with Metro Arts upon selection as a host site. Contract will include outline of allowable funds as described above.
- No parties affiliated with this grant may be employees of the Metropolitan Nashville Government, Metropolitan Nashville Public Schools, or a member of the Arts Commission (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 and use of administrative support funds 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.

Policies and 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 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
