

McKinney Center at Booker T. Washington School – Internship Opportunities

Work Schedule (days and hours)

Number of hours per week depends upon the student’s school/course requirements.

McKinney Center is open Monday – Friday, 8am – 5pm. Some evenings and weekends are required. Time depends on the student’s school/course requirements. Three general times are possible, and more than one internship may be available during these times:

Spring semester: February – April

Summer: June – July

Fall semester: September - November



Direct Supervisor: Theresa Hammons, Director, McKinney Center, theresah@jonesboroughtn.org, 423.753.0562

Duties and Responsibilities

Spring/Fall Semester Intern

- Exhibitions – The intern may produce physical art exhibitions at the McKinney Center. Virtual tours and interviews related to the exhibition may also be created to provide access to exhibitions for viewers from the Tri-Cities and beyond. These tours should be designed to not only highlight the artwork, but to also engage viewers in a deeper understanding of the artists, artworks, and concepts on display. Interns will be expected to interview artists, hang artwork, create labels, write press releases, etc.



- Education Outreach – Intern may assist in the planning and implementation of special outreach events. Create artistic projects for children and youth at Town and regional events. Interns may create displays for events, sample projects, and will educate the public about the McKinney Center.

- Marketing – Intern may create marketing pieces and advertising including, but not limited to, monthly member newsletters, social media content, posters, and other graphics.

- Guided Tour – The intern may give guided tours of the building and its history to the public.

Summer & Camp Intern

- Assisting with summer camps by checking students in and out, preparing snacks, assisting camp instructors, and taking pictures and videos of students.
- Researching and preparing educational and fun children’s crafts for summer festival events such as Umoja, Blue Plum, Juneteenth, the Heritage Farm, and Farmer’s Markets.
- Assist with the distribution of catalogs and attending public school



open houses.

- Create a summer camp video using photos and videos taken during the camps as a promotional tool for the next season.

Skills & Specifications

- Must collaborate well with staff, volunteers, and the public in a professional manner on a variety of tasks.
- Ability to communicate effectively. Interns will be expected to communicate via telephone, email, written, and verbally.
- Computer skills. Knowledge of Canva, InDesign, and Excel a plus.
- Ability to ask for help and accept supervision and constructive criticism.
- Manual dexterity and ability to lift 20 pounds.

Education & Qualifications

- High school diploma required.
- Must be a rising college Junior or in Graduate School.
- Must have a GPA of 3.0 or higher.
- Demonstrated interest in history, art, storytelling, community organizing, non-profits, museum studies, Appalachian studies, arts administration.

McKinney Center at Booker T. Washington School Mission Statement

The McKinney Center at Booker T. Washington School houses Jonesborough's Mary B. Martin Program for the Arts and provides quality multicultural art opportunities to the community. The McKinney Center serves as a preserver of its historic building and is committed to documenting and interpreting the history and stories from the Booker T. Washington School. The McKinney Center is a devoted community space intended to welcome, and engage, and bring together, all members of the community.

Jonesborough's Mary B. Martin Program for The Arts Mission Statement

Jonesborough's Mary B. Martin Program for the Arts is committed to inspiring the people of our area through both the appreciation of and participation in the arts as a form of personal and collective expression. Located in the McKinney Center at the historic Booker T. Washington School, the objective of the program is to bring the community at large closer together and show as an example to other communities the creative influence that the arts can bring to their quality of life. The program implements the various forms of art (visual, theatre, dance, music) using multicultural influences as a means of demonstrating the many avenues through which ideas can be expressed.

McKinney Center at Booker T. Washington School Internship Application

Please submit answers to the questions below along with a résumé of no more than 2 pages, which highlights work experience, college-level scholarships/awards, and undergraduate and/or graduate GPA. Submit the application questionnaire and résumé as a single document (PDF or Word document) to Theresa Hammons (theresah@jonesboroughtn.org)

Job Description: The McKinney Center Intern position’s primary role to provide customer service to students and visitors and to help them learn about the Center’s mission, its history, and its programming. Interns will have at least one significant project related to Exhibitions, Education, Marketing, or Guided Tours. Other tasks could include staffing events, assisting in classes, checking in and out students, and other administrative responsibilities as assigned.

Full Name: _____

Major/minor: _____

Expected graduation date: _____

Desired Internship Project (highlight ONE): EDUCATION, EXHIBITIONS, or TOURS

Extracurricular activities/organizations: _____

List any previous internships: _____

List any previous or ongoing volunteer activities: _____

Briefly describe your favorite course taken at your college/university thus far and why you enjoyed it:

You may also email your **resume** along with this application.

In no more than 500 words, discuss how an internship with the McKinney Center would complement your current studies and help you achieve your professional goals. Be as specific as possible:

