

MUSE APPRENTICE PROGRAM APPLICATION



Become a 2021-2022 MAPologist!

The deadline to apply for the 2021-2022 MAP internship is

August 31, 2021 by 5:00pm.



Mail or deliver to:
Muse Knoxville
ATTN: Corey Hodge
516 N Beaman Street
Knoxville, TN 37914



Or email to:
Corey Hodge, Belonging Manager
corey@themuseknoxville.org



About The Program:

The Muse Apprenticeship Program (MAP) is an internship program aimed at recruiting “MAPologists” who will experience behind-the-scenes workings of a children's museum while increasing confidence, developing leadership skills, and connecting curiosity to careers.

Muse MAPologists work with museum professionals and volunteers to fulfill the vision of the program -- ***All youth prepared for meaningful and gainful employment fueled by a passion for lifelong learning.***

With different pathways of focus -- **Marketing & Research, Business, Education, and STEAM (Science, Technology, Engineering, Art, & Mathematics)** --

MAPologists can use their own interests to guide them through the program each year. Each MAPologist will receive mentorship aligned with their pathway focus, and our goal is for each MAPologist to have a fun and meaningful experience that can continue year-to-year.

Muse for All

You belong, be yourself. We thrive that way.

We believe in actively creating a place of diversity, inclusion, and belonging among our staff, volunteers, the audiences that we serve, the programs we develop, and the community partners that we pursue.

We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.



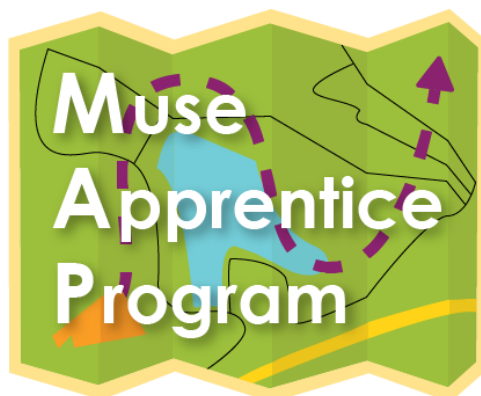
Expectations & Responsibilities

- You must be a 7th grade student or older in order to be accepted as a Muse Knoxville MAPologist.
- You must have a strong interest in working with children (ages 1-10) along with their caregivers in a high energy environment.
- You must have a positive attitude and attributes related to playfulness.
- You must be able to create and maintain a tidy workspace.
- You must commit to the entire internship length: September 2021-May 2022, with an option to extend into Summer 2022.

Successful Completion of Muse Apprenticeship Program:

- **7th-10th graders** must complete 5 hours of volunteer work per month.
- **Once you are 16 years old**, you are eligible for pay and must complete 13-16 hours of work per month.
- **Once you have completed high school**, you are also eligible for pay and must complete 32 hours of work per month.
- You must complete orientation and various training when scheduled.
- You must complete an end-of-year team project.
- You must receive a positive evaluation from Muse staff.

While this list includes the majority of your responsibilities as a MAPologist, it is by no means an exhaustive and complete listing of tasks you will be asked to do. Each Muse Team Member is expected to be a team player and to jump in where needed to help ensure an excellent experience for the people we serve.





Required Trainings/Volunteer Work for 7th-10th Graders

(You must attend the following days for a total of 5-8 hours per month.)

Date and Time	Session Details
Friday, August 31st	Full Applications Due by 5 PM
Saturday, September 18th Lunch included Total (3 Hrs)	10:00 AM to 1:00 PM MAP Orientation Intro to Muse Knoxville's mission & vision Team building exercises Goals of MAP & what to expect Scheduling Mentorship partners
Friday, September 24th Total (5 Hrs)	4:00 to 5:00 PM MAP Training: Teamwork & Conflict Resolution 5:00 to 9:00 PM Volunteer, Free Family Night
Friday, October 29th Total (5 Hrs)	4:00 to 5:00 PM MAP Training: Stress Management & Coping Strategies 5:00 to 9:00 PM Volunteer, Free Family Night
Tuesday, November 2nd (KCS Student Holiday) Lunch included Total (5 Hrs)	8:30 AM to 1:30 PM MAP Training: Civics & Community Involvement (Field Trip)
Saturday, December 11th Total (5 Hrs)	1:00 to 2:00 PM MAP Training: Exploring Interests & Personality Strengths 2:00 to 6:00 Volunteer
Monday, January 3rd (KCS Student Holiday) Total (3 Hrs)	2:00 to 5:00 PM MAP Training: Writing Resumes (Field Trip)
Monday, February 21st (KCS Student Holiday) Total (5 Hrs)	1:00 to 2:00 PM MAP Training: Time Management & Organizational Skills 2:00 to 6:00 Volunteer
Friday, March 25th Total (5 Hrs)	4:00 to 6:00 PM MAP Training: End of Year Project 6:00 to 9:00 PM Volunteer, Free Family Night
Monday, April 18th (KCS Student Holiday) Total (5 Hrs)	1:00 to 4:00 PM MAP Training: Finalize End of Year Project 4:00 to 6:00 Volunteer
Tuesday, May 3rd (KCS Student Holiday) Lunch included Total (6 Hrs)	11:30 AM to 2:00 PM: End of Year Project Presentations & Lunch Celebration, Families Invited (Field Trip)



Required Trainings/Work Shifts for Ages 16+, Highschoolers
(You will work 13-16 hours per month including these required days.)

Date and Time	Session Details
Friday, August 31st	Full Applications Due by 5 PM
Saturday, September 18th Lunch included Total (3 Hrs)	10:00 AM to 1:00 PM MAP Orientation Intro to Muse Knoxville's mission & vision Team building exercises Goals of MAP & what to expect Scheduling Mentorship partners
Saturday, September 25th Total (5 Hrs)	1:00 to 2:30 PM MAP Training: Teamwork & Conflict Resolution Work 2:30 PM to 5:00 PM
Saturday, October 30th Total (5 Hrs)	1:00 to 2:30 PM MAP Training: Stress Management & Coping Strategies Work 2:30 PM to 5:00 PM
Tuesday, November 2nd (KCS Student Holiday) Lunch included Total (4.5 Hrs)	8:30 AM to 1:00 PM MAP Training: Civics & Community Involvement (Field Trip)
Saturday, December 11th Total (4.5 Hrs)	8:30 to 10:30 AM MAP Training: Exploring Interests & Personality Strengths 10:30 AM to 1:00 PM Work
Monday, January 3rd (KCS Student Holiday) Lunch included Total (3 Hrs)	10:30 AM to 1:30 PM MAP Training: Writing Resumes & Cover Letters (Field Trip)
Monday, February 21st (KCS Student Holiday) Total (4.5 Hrs)	8:30 to 10:30 AM MAP Training: Time Management & Organizational Skills 10:30 AM to 1:00 PM Work
Saturday, March 26th Lunch included Total (4.5 Hrs)	8:30 to 10:30 AM Work 10:30 AM to 1:00 PM MAP Training: End of Year Project
Monday, April 18th (KCS Student Holiday) Lunch included Total (4.5 Hrs)	8:30 AM to 1:00 PM MAP Training: Finalize End of Year Project
Tuesday, May 3rd (KCS Student Holiday) Lunch included Total (6 Hrs)	11:30 AM to 2:00 PM: End of Year Project Presentations & Lunch Celebration, Families Invited (Field Trip)

(Post-Secondary - Your Schedule is Customized to Position)



Please fill out the information below and attach your personal essay and letters of recommendation. You may bring your completed application to Muse Knoxville in person OR you can email it to corey@themuseknoxville.org OR you are welcome to mail it to

**Muse Knoxville
ATTN: Corey Hodge
516 N Beaman Street
Knoxville, TN 37914**

You are welcome to pick up a physical copy of this application from Muse Knoxville in person so you do not have to pay to have it printed.

Please Print

Date _____

Name _____

Birthdate ____/____/____ (Please note, participants must be in at least 7th grade for the 2021-2022 school year)

Address _____

City, State & Zip _____

Email _____

Phone _____

May we text you with updates and information about your volunteer/work shifts?

☐ Yes ☐ No

School/College _____

Grade Level/Post-secondary (2021-2022) _____

Parent/Guardian (if under 18) _____

E-Mail _____ Phone _____

Please list any allergies, medical conditions, or accommodations:

Have you volunteered with us before? ☐ Yes ☐ No

If yes, in what year and capacity? _____

How did you hear about our volunteer program?

☐ Muse Knoxville Website ☐ Museum Visit ☐ School ☐ Friend/Family

☐ Other (Please specify) _____



List your previous volunteer experiences, if any.

List any extracurricular activities in which you are involved or any interests you have:

Pathway Preference

Place a check mark next to any of these areas you would be interested in for your focus pathway for this program year:

- ☐ **Marketing & Research:** Using data analytics to support our various grant-based programs and services as well as helping Muse increase brand awareness.
- ☐ **Business:** General business connected to budgeting, finance, and accounting, project management, strategic planning, etc.
- ☐ **Education:** Focus on students interested in following an educator track in one of the following areas: *Special Education, Early Childhood, STEAM (Science, Technology, Engineering, Art & Mathematics)*
- ☐ **STEAM:** Focus on students interested in pursuing a STEAM (Science, Technology, Engineering, Art & Mathematics) career profession to help them develop soft skills and content awareness.

Required Trainings

We expect some participants might need to miss or reschedule training sessions for any given reason. Because orientation and other required training are so vital to your development as a MAPologist, it is important to attend them. However, we will offer you flexibility in the event that you cannot attend: you may **reschedule** up to two required sessions, and you may **miss** only one session in order to complete the apprenticeship successfully.

It is your responsibility to notify Corey Hodge, the Belonging Manager, when conflicts arise in your schedule. Please check the attached training schedules for specific times and dates.



The deadline to apply for the 2021-2022 Muse Apprenticeship Program cohort is Tuesday, August 31, 2021.

We will review each application as they come in and notify you if you are accepted or not by Tuesday, September 7, 2021.

Your application must be submitted along with TWO (2) letters of recommendation. These letters may be written by teachers, school officials, coaches, volunteer or work supervisors, or community leaders. Applications are not considered complete until we receive these letters. If accepted into MAP, MAPologists are expected to attend an orientation training, and we will contact you with dates and times for orientation.

In addition to your letters of recommendation, address these prompts (typed or hand-written):
What makes you an ideal MAPologist? How will this position aid your personal development?
What about STEAM (Science, Technology, Engineering, Art, and Mathematics) excites you?

Student & Guardian Agreement

I, _____, agree to commit to participate in MAP and work my required hours each month throughout the 2021-2022 MAP year. I agree to attend orientation in September and other training sessions when scheduled and arrive on time for my shifts, except in unforeseen circumstances. I also agree to follow the rules and procedures of Muse Knoxville and to follow instructions from my supervisors and/or mentors. I understand that if I fail to meet these requirements, I may not be eligible for continued involvement with the program.

Signature of Student

Date

If MAP participant is under age 18:

As a parent or guardian, I understand that my child needs my consent and involvement to be a productive participant. I will do my best to ensure that my child meets all the requirements of the position including regular attendance and adherence to Museum policies and procedures. I give permission for my child to participate in all program-sponsored activities including program orientations, small group discussions, and social outings.

Signature of Parent/Guardian

Date

Office Use Only:

Date Received: _____

LoR#1 _____ LoR#2 _____

Personal Essay: _____

Notified Applicant _____



KCS students in grades 6-12, you can use your Freedom Pass to travel to and from Muse Knoxville!

We are located on Route 31/Magnolia at Magnolia and N Beaman.
Check out the schedules below to see specific drop off and pick up times along this KatBus route!





MAGNOLIA AVENUE

(Weekdays and Weekends)



SERVES:

- ★ Burlington Branch Library
- ★ Chilhowee Park
- ★ Holston Drive
- ★ Knoxville Station/Downtown

Kroger
Pellissippi State,
Magnolia Ave. Campus

Information Updated: January 6, 2020

Going away from Downtown					Going toward Downtown				
Transfers to:					Rts. 33 & 34				
Knoxville Station—Platform F	Magnolia at Jassamina	Magnolia at Chestnut	Kirkwood St. Superstop (Arrives)	Burns Rd. at Ashville Hwy (Leaves)	Chilhowee at Holston	Kirkwood St. Superstop (Arrives)	Magnolia at Chestnut	Magnolia at Jassamina	Knoxville Station
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WEEKDAY SCHEDULE									
A.M.	—	—	—	—	5:38	5:43	5:51	5:53	6:04
					5:53	5:58	6:06	6:08	6:19
	—	—	—	—	6:08	6:13	6:21	6:23	6:34
					6:23	6:28	6:36	6:38	6:49
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	6:45	6:49	6:55	7:00	7:03	7:08	7:13	7:21	7:29
	7:00	7:04	7:10	7:15	7:18	7:23	7:28	7:36	7:44
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31

MAGNOLIA AVENUE

(Weekdays and Weekends)



SERVES:

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- ★ Holston Drive
- ★ Knoxville Station/Downtown

Kroger
Mississippi State,
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Information Updated: January 6, 2020

Saturday-Sunday Schedule Route 31: Magnolia

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