



# Application

Please print out, complete and return form to the address listed below.

Become a part of the dynamic New York City arts community!

Complete the following application and return it with a current résumé.

*BVA welcomes applications from business people with three or more years of professional experience.*

## CONTACT INFORMATION

Name
Date of Birth
Gender

## WORK ADDRESS

Title
Company
Address Floor/Suite
City State Zip
Phone
Fax
Email

## HOME ADDRESS

Address
City State Zip
Phone
Fax
Email

Where would you prefer to receive mailings? (Check one)

Home	<input type="checkbox"/>
Work	<input type="checkbox"/>

## EDUCATIONAL BACKGROUND

Degree Year School Major
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**AVAILABILITY**

Business Hours (9 am - 5 pm)	
Late afternoon/evenings	
Business Hours (lunchtime)	
Weekends	
Average number of days you travel on business per month	

**PROFESSIONAL BACKGROUND/SKILLS**

(Check all that apply)

Accounting/Bookkeeping		Management - Organizational	
Board Development		Marketing - Advertising	
Event Planning		Marketing - Copywriting	
Financial-Cost/Benefit		Marketing - Direct Mail	
Financial-General		Marketing - Focus Groups	
Financial-Systems Design		Marketing - General	
Fundraising		Marketing - Graphic Design	
Fundraising/Event/Operations		Marketing - Research	
Fundraising/Proposal Writing		MIS - Databases	
HR-Comp&Benefits		MIS - General	
HR-Exec Coaching		MIS - Networks/Internet	
HR-Exec Recruit&Search		MIS - Training	
HR-General		Public Relations/Press	
HR-Policy Development		Real Estate	
HR-Training		Real Estate/Architecture/Engineering	
Insurance/Benefits		Retailing	
Legal		Strategic Planning	
Management - Business Plans		Volunteer Program Management	
Management - General		Other	

**OTHER BACKGROUND/SKILLS**

Volunteer Experience with Nonprofit Organizations (be sure to include board service, memberships, etc.)
Arts Background/Involvement (i.e., subscriptions, arts events attended/supported, studies, etc.)

**I am interested in working with the following types of organizations** (rank top three in order of preference)

**Artistic Discipline** (*Check preference, if any*)

Dance (ballet, ethnic, folk, jazz, modern, tap)	
Literary Arts (literature, poetry)	
Media Arts (film, video, broadcasting)	
Music (classical, contemporary, folk, jazz, opera)	
Theatre (children's, drama, improvisation, musicals)	
Visual Arts (crafts, design, folk arts, historic preservation, painting, photography, sculpture)	
No Preference	

**Organization Type** (*Indicate preference if any*)

Arts in Education Multicultural	
Community Outreach Service Organizations	
Other	

**How did you hear about the BVA program?**

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**Return application and supplementary materials to:**

Ms. Fran Smyth  
Manager of Arts Services  
Arts & Business Council of New York  
One East 53<sup>rd</sup> Street, 3<sup>rd</sup> Floor, New York, NY 10022  
(212) 279-5910, extension 1122  
[fsmyth@artsandbusiness-ny.org](mailto:fsmyth@artsandbusiness-ny.org)