

# NORMAN ROCKWELL MUSEUM

P.O. Box 308 · Stockbridge, MA 01262 · 413-931-2228

## **The Organization**

The Norman Rockwell Museum illuminates the power of American illustration art to reflect and shape society, and advances the enduring values of kindness, respect, and social equity portrayed by Norman Rockwell.

As a center devoted to the art of illustration, the Museum also exhibits the works of contemporary and past masters in an ongoing series of compelling artist showcases. Set on a picturesque 36-acre estate in the hometown of America's favorite artist, the Norman Rockwell Museum is one of the crown jewels of the Berkshires.

## **Organizational Culture**

We are a welcoming, high production, national art museum that values kindness, respect, equity, agility, and innovation. The organizational dress code is artful business casual, occasional event and business attire, in a setting surrounded by inspiring art, beautiful landscape and gardens, and historical architecture.

## **Equity Commitment**

NRM embraces the values of diversity, equity, access, and inclusion to create a successful workplace and a more equitable society. Our mission embodies these values. We are committed to building a team that represents a variety of identities, experiences, backgrounds, perspectives, and skills. We believe that the more inclusive we are, the more successful the organization, its employees, and our work in the world will be. Norman Rockwell Museum is an equal opportunity employer that is committed to equity and inclusion. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics. Norman Rockwell Museum is a drug-free workplace.

## **Computer Literacy and Technology Skills**

All positions at NRM require some use of technology and staff are expected to be comfortable within an information technology environment. Knowledge and skills for basic use of computer hardware, software, email and the Internet enhances efficiency, workflow and overall experience within the workplace. Technologies are constantly changing and improving and staff are expected to obtain technology skills needed to be effective and successful in each position.

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## EMPLOYMENT APPLICATION

### **PERSONAL**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address : \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Are you under 18 years of age? ☐ YES ☐ NO

### **EDUCATION**

High School Name and Location: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Business/Trade School Name and Location: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree or Diploma: \_\_\_\_\_

College Name and Location: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree or Diploma: \_\_\_\_\_

Graduate School Name and Location: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Degree or Diploma: \_\_\_\_\_

### **OTHER SKILLS RELATED TO POSITION APPLYING FOR**

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## **EMPLOYMENT HISTORY**

Please begin with current or most recent employment. Applicants may provide information regarding verified volunteer work.

1. Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Description of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Description of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Description of Work: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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4. Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Description of Work: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

5. Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Company Address: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Description of Work: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## **REFERENCES**

Please list reference other than former employers or relatives:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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## **SIGNATURE**

The information provided in this application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I give the Norman Rockwell Museum permission to investigate all past jobs held, including dates of hire, job duties, quality and quantity of work and information that might help assess my character.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

*It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*