

ANNETTE ANDERSON FELLOWSHIP

DesignWorks Archive & Storytelling Fellow

Help preserve and share the stories of community-centered design across East Tennessee.

Named in honor of former ETCDC Executive Director **Annette Anderson**, this fellowship is part of the ETCDC Community Design Fellows Program. The fellow will document DesignWorks projects through photography, video, interviews, historical research, writing, and archive management—creating compelling content for donors, partners, and communities.

WHAT YOU'LL DO

- Research and document approximately 8–12 DesignWorks projects.
- Participate in site visits; photograph, film, and interview project partners, volunteers, and community stakeholders.
- Write case studies, impact summaries, feature stories, and digital content.
- Organize project plans, photographs, interviews, and other assets in a searchable digital archive.
- Create donor- and social-ready content and present final findings and recommendations.

WHAT YOU'LL GAIN

- A professional portfolio featuring real-world community design stories.
- Mentorship, feedback, and connections with design and nonprofit leaders.
- Practical skills in research, interviewing, photography, design communication, storytelling, and project management.

AT A GLANCE

Term: Jan 25 - Apr. 30, 2027

Time: Up to 20 hours/week

Pay: \$15/hour

Location: Knoxville-based with regional travel

APPLY BY

FRIDAY, OCTOBER 16
5:00 PM EASTERN

Send the following to

info@communitydc.org

- Current résumé
- Brief statement of interest
- Relevant work samples, if available
- One academic or professional reference

SUBJECT LINE:

"Storytelling Internship"

Reliable transportation is required. A consistent weekly schedule will be established around academic commitments and ETCDC project needs.

A STRONG FIT FOR

Undergraduate or graduate students in architecture, landscape architecture, interior architecture, urban planning, communications, journalism, history, public relations, nonprofit management, or a related field. Strong writing, organization, and interest in community impact are essential. Photography, video, graphic design, interviewing, or archival experience is preferred.

A FELLOWSHIP THAT INVESTS IN PEOPLE, PLACE & POSSIBILITY

TALENT PIPELINE

Paid experience, mentorship, and a professional portfolio.

ORGANIZATIONAL CAPACITY

A stronger archive and clearer stories of impact.

COMMUNITY IMPACT

Narratives that help communities envision and fund what comes next.

Annette Anderson Fellowship
Spring 2027 DesignWorks Archive & Storytelling Fellow

The East Tennessee Community Design Center envisions, inspires, and improves communities through design by connecting nonprofit organizations and community groups with professional design services.

Through its DesignWorks program, ETCDC supports projects throughout a 16-county region, helping strengthen neighborhoods, public spaces, and community-serving organizations.

About the ETCDC Community Design Fellows Program

The **ETCDC Community Design Fellows Program** provides paid, semester-based fellowships that connect emerging design and storytelling talent with meaningful, real-world community work.

Through hands-on experience, mentorship, and professional development, fellows build practical skills while expanding ETCDC's ability to serve community partners, document impact, steward supporters, and elevate stories from across East Tennessee. The program is supported by the **ETCDC Community Design Fellows Fund**

About the Annette Anderson Fellowship

Named in honor of former ETCDC Executive Director **Annette Anderson**, this fellowship focuses on capturing and communicating the long-term impact of ETCDC's work.

The **Spring 2027 Annette Anderson Fellow** will document DesignWorks projects through photography, video, writing, interviews, historical research, and donor-ready storytelling. The fellow's work will support ETCDC's fundraising, visibility, public engagement, and long-term organizational archive.

Fellowship Overview

ETCDC is seeking an **Annette Anderson Fellow: DesignWorks Archive & Storytelling** for the Spring 2027 semester.

This fellowship blends historical research, fieldwork, design awareness, visual documentation, and narrative development. The fellow will research and document selected ETCDC projects, organize historical and digital materials, and translate built and conceptual design work into compelling stories.

The fellow will also help establish a consistent archive and project documentation system that ETCDC can use for future communications, fundraising, grant development, donor stewardship, and public engagement.

Key Responsibilities

- Research selected DesignWorks projects, including project history, scope, partners, volunteers, outcomes, and community context.
- Review and organize existing project plans, reports, photographs, presentations, correspondence, and related historical materials.
- Participate in project site visits throughout East Tennessee.
- Capture high-quality photography and short-form video.
- Conduct interviews with nonprofit partners, design professionals, volunteers, and community stakeholders in coordination with ETCDC staff.
- Write project case studies, impact summaries, feature stories, interview profiles, and digital content.
- Organize project assets within a structured and searchable archive.
- Utilize consistent file-naming, tagging, and documentation practices.
- Collaborate with ETCDC staff to align content with communications, engagement, fundraising, and donor-stewardship goals.
- Participate in mentorship and professional-development opportunities through the ETCDC Community Design Fellows Program.

Fellowship Deliverables

By the end of the fellowship, the Annette Anderson Fellow will produce:

1. Project Documentation Portfolio

Approximately 8–12 DesignWorks or Community Collaborative projects documented through:

- Edited photography, with approximately 10–15 images per project
- Written project case studies of approximately 250–500 words each
- Project history, partner, volunteer, and outcome summaries
- Relevant plans, reports, and historical materials
- Selected short-form video content, as appropriate
- Quotations and interview excerpts from project partners and participants

2. Maintained Digital Archive System

- An organized and searchable digital asset library
- Standardized file-naming and tagging conventions

3. Donor-Ready Storytelling Content

- Develop feature stories suitable for donor communications, grant applications, newsletters, annual reporting, and the ETCDC website
- Ten to fifteen social media-ready content pieces
- A collection of photographs, quotations, project outcomes, and other reusable communications assets
- Content demonstrating the relationship between design assistance and long-term community impact

4. Final Presentation and Handoff

- A summary of completed work and deliverables
- Key themes and insights identified across documented projects
- Recommendations for ongoing storytelling and archive practices
- Formal handoff of the archive, templates, visual assets, and completed content

Major Fellowship Milestones

Approximately 13 Weeks

Weeks 1–2: Orientation and Planning

- ETCDC and Community Design Fellows Program onboarding
- Introduction to DesignWorks, Community Collaborative, and ETCDC's historical project portfolio
- Review of existing project records and communications materials
- Selection of priority projects
- Development of a fellowship work plan, interview list, and documentation schedule

Weeks 3–8: Research, Fieldwork, and Content Development

- Project and archival research
- Site visits, interviews, photography, and video capture
- Drafting case studies, impact summaries, and feature content
- Organization, naming, and tagging of project materials
- Regular review and feedback sessions with ETCDC staff

Weeks 9–11: Synthesis and Production

- Finalization of written and visual storytelling content
- Editing and organization of photography and video assets
- Completion of the archive structure and documentation templates
- Development of recommendations for future archive management and impact storytelling

Week 12-13: Final Presentation and Handoff

- Delivery of completed archive and storytelling assets
- Presentation of findings, themes, and recommendations
- Final review with ETCDC staff and fellowship mentors

Preferred Qualifications

- Current undergraduate or graduate student in architecture, landscape architecture, interior architecture, urban planning, communications, journalism, history, public relations, nonprofit management, or a related field preferred, but not required
- Strong written and verbal communication skills
- Demonstrated interest in community design, civic impact, historical documentation, or storytelling
- Experience with photography, video, interviewing, graphic design, archival research, or visual documentation preferred
- Strong organizational skills and attention to detail
- Ability to manage independent assignments and meet project deadlines
- Comfort engaging with nonprofit leaders, design professionals, volunteers, donors, and community stakeholders
- Ability to participate in field-based travel throughout East Tennessee

Fellowship Logistics

Fellowship term: Spring 2027, Monday, January 25, 2027 through Friday, April 30, 2027.

Compensation: \$15 per hour, up to 20 hours per week

Location: Knoxville, Tennessee, with travel to project sites throughout the region

Transportation: Reliable transportation required; approved mileage reimbursed

Equipment: Necessary equipment provided by ETCDC

Schedule: A consistent weekly schedule will be established based on the fellow's academic commitments and ETCDC project needs

Supervision and Mentorship

The Annette Anderson Fellow will be supervised by the ETCDC Executive Director and will work closely with the Development and Engagement Coordinator and DesignWorks Director.

The fellow will receive ongoing mentorship, professional feedback, and opportunities to connect with design professionals, nonprofit leaders, community partners, donors, and ETCDC volunteers.

Why This Fellowship Matters

The Annette Anderson Fellowship advances three priorities of the ETCDC Community Design Fellows Program:

- **Talent Pipeline Development**
Prepares emerging community-centered designers and storytellers for careers in the design and nonprofit sectors while reducing financial barriers to meaningful professional experience.
- **Organizational Capacity**
Expands ETCDC's ability to document impact, steward donors, elevate community stories, and support high-quality community design work.
- **Community Impact**
Pairs design excellence with narrative clarity, helping communities better communicate, fund, and implement future possibilities.

The fellowship also offers the selected student an opportunity to:

- Build a professional portfolio featuring real-world community design projects
- Develop skills in research, interviewing, photography, design communication, and storytelling
- Gain experience within a nonprofit community design organization
- Receive mentorship from ETCDC staff and regional professionals
- Build relationships with nonprofits, designers, and community leaders
- Preserve ETCDC's history and demonstrate the long-term impact of its work
- Contribute to an archive and storytelling system that supports future community investment

How to Apply

Applicants should submit:

- A current résumé
- A brief statement describing their interest in the Annette Anderson Fellowship, community design, and storytelling
- A portfolio or relevant writing, photography, design, research, or communications samples, if available
- Contact information for one academic or professional reference

Application deadline: October 16, 2026 - 5:00 PM, Eastern Daylight Time (EDT)

Please use the Subject Line: "Spring 2027 Storytelling Internship"

Anticipated start date: Monday, January 25, 2027

Submit application materials to: info@communitydc.org