



INTERNSHIP APPLICATION

Date: _____ Term applying for: ☐ Fall ☐ Spring ☐ Summer

CONTACT INFORMATION

First Name: _____

Last Name: _____

Referred by (if applicable): _____

Are you legally eligible to work in the U.S. during the internship term? ☐ Yes ☐ I will require visa sponsorship

Current Address: _____

Permanent Address: _____

Primary Phone #: _____

Secondary Phone #: _____

Email Address: _____

EDUCATION INFORMATION

(Students must be taking classes at Junior level or above for consideration)

College/University: _____

Major: _____

Expected Graduation Date: _____

Degree Achieved: ☐ BA ☐ BS ☐ MA ☐ MS ☐ PhD ☐ Other

DEPARTMENTAL PLACEMENT CHOICE

Please choose in the order of preference from the list below:

- | | | |
|------------------------|---|-----------------------------|
| • Academic Engagement | • Docent Program | • Marketing & Communication |
| • Collections Support | • Environmental & Historic Preservation | • Photography |
| • Conservation | • Historic Resources | • Public Programs |
| • Conservation Science | • Newfields Lab | • Registration |
| • Curatorial | • Interpretation, Media & Evaluation | • Volunteer Services |
| • Design | • Legal Affairs | |
| • Development | • Libraries and Archives | |

Choice 1: _____

Choice 2: _____

If interested in a Curatorial internship, please choose from the following curatorial fields:

- | | |
|---|--|
| • American Painting and Sculpture to 1945 | • European Painting and Sculpture before 1800 |
| • Architectural Sites | • European Painting and Sculpture after 1800 to 1945 |
| • Asian Art | • Prints, Drawings, and Photographs |
| • Contemporary Art | • Textile and Fashion Arts |
| • Decorative Arts | • Other <i>(please specify other area, for example, Oceanic Art)</i> |
| • Design Arts | |

Curatorial field of interest: _____

Are you willing to be placed in another department? ☐ Yes ☐ No

AVAILABILITY

☐ Monday — time available:

☐ Friday — time available:

☐ Tuesday — time available:

☐ Saturday — time available:

☐ Wednesday — time available:

☐ Sunday — time available:

☐ Thursday — time available:

Is this internship for Credit? ☐ Yes ☐ No

If you require a certain amount of internship hours, how many hours are required?

Have you been an intern or worked in a museum previously? ☐ Yes ☐ No

If so, where and when?

SKILLS

☐ Research

☐ Microsoft Office Suite — *level of ability*:

☐ Other Technology — *please describe*:

☐ Read/Write languages other than English — *please describe*:

☐ Proficiencies:

☐ Skills applicable to internship:

APPLY

Please submit the following additional required application materials electronically to interns@discovernewfields.org:

- cover letter
- resume
- letter of recommendation (academic is preferred, however a professional recommendation will be accepted)
- writing sample (3-5 pages or an excerpt from a longer paper)
- an unofficial copy of your transcript