



museum of arts and design

Artslife

**SUMMER PAID INTERNSHIP PROGRAM
FOR HIGH SCHOOL STUDENTS**

Internship Details:

The *Artslife* High School Internship Program is a paid summer internship for ten (10) high school students intended to help them gain practical work experience in a non-profit art museum setting. Interns will work part-time for seven weeks. Each intern will be expected to report to work Tuesday – Friday from 10:00a.m. to 4:00p.m. The 2013 internship will begin on Tuesday, July 9th, 2013 and conclude on Friday, August 23th, 2013. Each intern will be paid a competitive wage.

Applications must be received no later than **5:00 p.m., April 23rd, 2013.**

Eligibility Requirements:

- Applicants must be a sophomore or junior in high school when applying.
- Applicants must live and attend high school in the 5 boroughs of New York City.
- Applicants need not be planning a career in museum work or art, but should be interested in learning about museums, art and design, and the non-profit sector.
- **You must be able to commit to the entire 7-week program 4 days a week from July 9 - August 23, 2013.**

Application Requirements:

Application materials should be complete and legible:

- Student application form (see attached)
- Parent/guardian support form (see attached)
- Two (2) recommendation forms (see attached)
(One recommendation from a teacher, guidance counselor, or school administrator; A second recommendation from an adult who is neither a relative nor affiliated with the high school of the applicant, i.e. employer, member of clergy, coach, etc.)
- All application materials should be placed together in a single envelope, must be postmarked by **April 23rd, 2013** and sent to:

Artslife High School Internship Program
Attn: Cathleen Lewis Manager of School Youth and Family Programs
Museum of Arts & Design
Education Department
2 Columbus Circle
New York, NY 10019

Please Note:

- Recommendation forms sent separately will not be accepted.
- Applications may NOT be faxed or e-mailed.
- Please do NOT send any additional materials.
- Parents and other adults are strongly discouraged from communicating or acting on behalf of their students in any way unless it is absolutely necessary.

If you have further questions, please send e-mail with the subject line Artslife to: artslife@madmuseum.org
Internships will be awarded to students based upon their interests, abilities and potential to benefit from the experience. Student profiles and statements along with recommendation forms will be used to assist the selection committee in determining the strongest applications. *Semi-finalists will be asked to participate in an interview at the Museum in mid May. Finalists will be notified by the 3rd week in June.*



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INSTRUCTIONS FOR APPLICANTS

All applicants must submit a fully completed application package by 5:00 pm, **April 23rd, 2013.**

Applications may be obtained by:

- Contacting the Museum by e-mail with the subject line Artslife to artslife@madmuseum.org
- Downloading the application from our web site at <http://www.madmuseum.org/learn/teachers/artslife>

Please make sure that your application includes all of the following items:

NOTE: Typewritten applications are preferred, but legibly handwritten applications will be accepted.

(1) Student Application Form: Make sure that all items in Parts 1 and 2 are completed and signed, and that you include your address and phone number for the summer months.

(2) Personal Statement:

This statement should be 500 words or less and include the following:

- Why you want to intern at MAD and what you expect from an internship;
- What you hope to do in the future, your career objectives, and how you hope to achieve them;
- Your experience and/or education in the visual arts or museums, if any (again, it is not required for this position);
- The qualities you possess that promote you as a candidate for this internship.

(3) Parent/Guardian Information and Pledge of Support: This form must be filled out by the parent(s) or guardian(s) only, and must be signed and received by the deadline

(4) Recommendation Forms: These two (2) forms must be received by the deadline. Be sure to complete the section of the application that indicates from whom the recommendations are coming. Recommendation forms should come from individuals who can speak for the student's background and skills and their ability to learn. Forms must arrive along with the rest of the application in sealed envelopes, with the name of the letter writer and applicant appearing across the envelope flap.

- One recommendation form needs to come from a teacher, guidance counselor, or school administrator.
This should be someone other than the person who makes the nomination.
- A second recommendation must come from an adult who is neither a relative nor affiliated with the high school of the applicant (i.e. employer, member of clergy, coach, etc.).

Deadlines: All application materials must be postmarked by **April 23rd, 2013.**



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STUDENT APPLICATION FORM, PART 1

1. PERSONAL INFORMATION

Name _____
First Middle Last

Date of Birth ____/____/____ Male Female

Address _____
Street Apt. #

City State Zip

Social Security # ____/____/____

Home Phone (____)

Cell Phone (____)

E-mail: _____

*Summer address and phone number if different than above:

2. SCHOOL INFORMATION

Current class standing as of Spring 2013: Sophomore Junior

School Name and Address _____

City _____ State _____ Zip _____

School Principal _____

School Phone () _____ Fax () _____



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STUDENT APPLICATION FORM, PART 2

Your Name _____

4. Please indicate any previous work experience, paid or volunteer, beginning with your most recent or present job. Attach additional sheets if necessary.

Employer _____

Address _____

Street

City

State

Zip code

Phone Number () _____

Position and brief description of work _____

Supervisor's Name _____

Dates Employed _____

Employer _____

Address _____

Street

City

State

Zip code

Phone Number () _____

Position and brief description of work _____

Supervisor's Name _____

Dates Employed _____



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STUDENT APPLICATION FORM (Must be typed), PART 3

5. Explain your interest in applying for this internship. Please limit yourself to 500 words or less. (Attach typed submission if necessary. Be sure to sign and date the bottom of this page.)

Signature of Applicant: _____ Date: _____



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PARENT/GUARDIAN INFORMATION & PLEDGE OF SUPPORT

To be filled out by applicant or parent(s)/guardian(s):

1) Name _____

Relationship to Applicant _____

Address _____

Street

Apt. #

_____ City

_____ State

_____ Zip

Home Phone () _____ Work Phone () _____

Cell Phone () _____

2) Name _____

Relationship to Applicant _____

Address _____

Street

Apt. #

_____ City

_____ State

_____ Zip

Home Phone () _____ Work Phone () _____

Cell Phone () _____

To be filled out by Parent or Guardian only.

Please read carefully, then sign and date below:

I have read and understand the details and outlined objectives of the
Artslife Internship Program and the responsibilities required of participating interns.

I fully support

name of student

in his/her participation in the program at the Museum of Arts and Design and agree to be available for
consultation in case any problems arise.

Signature: _____ **Date:** _____



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SUMMER PAID INTERNSHIP PROGRAM
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CONFIDENTIAL TEACHER RECOMMENDATION FORM, page 1

Please complete and return to student in a sealed and signed envelope for inclusion with the application which is due **April 23rd, 2013**. Typewritten recommendations are preferred, but handwritten recommendations will be accepted. Recommendation forms sent separately will not be accepted.

To the Teacher: Thank you for taking the time to complete this recommendation. Your student is applying for the 2013 Museum of Arts and Design High School Internship, *Artslife*, a paid summer internship program for students entering their junior or senior year of high school. Applicants must live and attend school in the five boroughs. It is intended as an opportunity to gain practical work experience in a non-profit art museum setting.

Name of applicant: _____

Name of teacher completing this form: _____

Relationship to student: Current teacher Former teacher

How long have you know the applicant? _____

In what course(s) have you taught the applicant? _____

What are the first words that come to mind when describing the applicant?

What are his or her special interests? _____



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**SUMMER PAID INTERNSHIP PROGRAM
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CONFIDENTIAL TEACHER RECOMMENDATION FORM, page 2

Please evaluate the applicant in comparison to other students you have taught:

	No basis for judgment	Below average	Average	Above average	Excellent (top 10%)	Outstanding (top 2-3%)
Emotional maturity						
Independence and initiative						
Creativity and originality						
Sense of humor						
Ability to work with others						
Disciplined work habits						
Ability to meet deadlines						
Oral communication skills						
Written communication skills						
Potential to fit into a work environment						
Self-confidence						

We would appreciate any additional comments or observations. (Please continue on other side if needed.)

Signature: _____ Date: _____



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CONFIDENTIAL RECOMMENDATION FORM, page 1

(from an adult who is not a relative nor affiliated with the high school of the applicant)

Please complete and return to student in a sealed and signed envelope for inclusion with the application which is due **April 23rd, 2013**. Typewritten recommendations are preferred, but handwritten recommendations will be accepted. Recommendation forms sent separately will not be accepted.

Thank you for taking the time to complete this recommendation. This student is applying for the 2013 Museum of Arts and Design High School Internship, *Artslife*, a paid summer internship program for students entering their junior or senior year of high school. Applicants must live and attend school in the five boroughs. It is intended as an opportunity to gain practical work experience in a non-profit art museum setting.

Name of applicant: _____

Name of person completing this form: _____

Relationship to student: _____

How long have you know the applicant? _____

What are the first words that come to mind when describing the applicant?

What are his or her special interests? _____



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**SUMMER PAID INTERNSHIP PROGRAM
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CONFIDENTIAL RECOMMENDATION FORM, page 2

Please evaluate the applicant:

	No basis for judgment	Below average	Average	Above average	Excellent (top 10%)	Outstanding (top 2-3%)
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Independence and initiative						
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Sense of humor						
Ability to work with others						
Disciplined work habits						
Ability to meet deadlines						
Oral communication skills						
Written communication skills						
Potential to fit into a work environment						
Self-confidence						

We would appreciate any additional comments or observations. (Please continue on other side if needed.)

Signature: _____ Date: _____



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APPLICATION CHECKLIST

The following materials must be postmarked by **April 23rd, 2013**:

- Completed student application form (see attached)
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Museum of Arts and Design
Education Department
2 Columbus Circle
New York, NY 10019

If you have further questions, please call: 212.299.7759
or send e-mail with the subject line Artslife to: artslife@madmuseum.org