

## Internship program guidelines

# Phoenix Art Museum

1625 North Central Avenue • Corner of Central & McDowell  
Phoenix, AZ 85004 • (602) 257-1880  
PhxArt.org • info@phxart.org

### Purpose

Volunteer internships at Phoenix Art Museum achieve two goals:

1. They provide current undergraduate and graduate students, as well as recent graduates, with opportunities to work on projects directed by Museum staff.
2. They introduce interns to the broad spectrum of museum work and to Museum staff, departments, programs and operations.

### Term

Summer interns generally work Tuesday – Friday, 10am – 4pm; schedules may vary slightly to accommodate departmental needs and/or multiple departmental interns. The summer internship session begins the first Tuesday of June and lasts for eight weeks (with one week of vacation for the July 4 national holiday), for a total of 160 work hours.

Fall/spring semester and special-projects interns' schedules vary according to the internship position and to accommodate class schedules, but total at least 120 work hours.

### Eligibility

Internships at Phoenix Art Museum are designed for undergraduate students, recent graduates (applicants must have graduated no more than 12 months before the first day of their internship) or graduate students. Undergraduate students must have achieved at least junior-year status at their university or institution (i.e., they must have completed at least 50% of the required credit hours for their degree before the first day of their internship).

International applicants must be enrolled at a college or university in the United States and possess a valid student visa.

### Compensation

Unless otherwise noted in individual internship descriptions, most internships at Phoenix Art Museum, except for the James K. Ballinger Director's Scholarship (see below), are performed on a volunteer basis. Museum staff members aid in the intern's pursuit of academic credit, if applicable.

The James K. Ballinger Director's Scholarship is awarded on an annual basis to an exceptional graduate student or graduating college senior. It is awarded at the discretion of the Museum only once in a given calendar year. The recipient receives a stipend of up to \$2,500 and completes at least 200 work hours. Only international students who possess a valid work visa are eligible. The James K. Ballinger Director's Scholarship is supported by the Museum's Men's Arts Council.

All interns receive a one-year student membership at Phoenix Art Museum. Please visit the Museum's Web site at PhxArt.org to read more about membership benefits.

### Application/review process

Available internships for the summer, fall and spring semesters, as well as special-projects internships, are posted on the Museum's Web site at PhxArt.org. Applicants should carefully review individual internship descriptions to make sure that they meet all criteria before applying.

**Candidates may submit only one application per semester.**

To apply, candidates submit:

1. **Application form**
2. **Personal statement:** A statement of no more than 500 words (approximately two typewritten pages, double-spaced) that explains why you are interested in an internship at Phoenix Art Museum. Please include the reasons for choosing specific internships. Please also describe what you hope to achieve from the experience and what you believe you can contribute.
3. **Two (2) letters of recommendation:** One letter from each individual whom you have listed as a reference on the application form. Letters of recommendation should be on personal or company letterhead; must include an original signature; and must speak to the candidate's prospects for successful internship at Phoenix Art Museum. One letter must be from a teacher or professor in the candidate's field of study; one may be a character/personal reference from a non-academic source. Finally, letters of recommendation must be included with your application; letters submitted separately are not accepted.
4. **An official copy of your undergraduate and/or graduate transcripts;** for international students, please provide certification of completed courses, copies of diplomas, and a copy of your student visa. All transcripts must be included with your application. Transcripts submitted separately are not accepted.

**Please do not use staples to fasten any of your materials together.** Paper clips and/or folders are acceptable.

Deadlines for submission:

Summer	<b>Received</b> no later than March 1
Fall semester	<b>Received</b> no later than July 1
Spring semester	<b>Received</b> no later than November 1
Special projects	Variable; see individual internship descriptions

Please send complete application materials to:

Phoenix Art Museum  
**ATTN:** Internships  
1625 North Central Avenue  
Phoenix, AZ 85004

Upon receipt of application materials, an acknowledgement card is mailed to you. Internship selection is based on academic standing, letters of recommendation and your personal statement. Interviews are required for finalists in the selection process. All applicants are notified of the Museum's decision to offer or decline an internship within four weeks of the respective application deadline.

### **Inquiries**

Any further questions or concerns may be directed to the Museum's Education Department at [education@phxart.org](mailto:education@phxart.org) or (602) 307-2054.

## Internship program application

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### Please note:

You are responsible for ensuring that your **complete** application materials are received by the appropriate deadline. Late or incomplete applications will not be considered. Application materials will not be returned, so make additional photocopies for your records. Do not use staples.

## I. General information

Please type or print legibly in blue or black ink. Answer all questions completely.

Name

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Current address

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City

State

ZIP Code

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Telephone number

E-mail address

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Country of citizenship

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**Internship(s) for which you wish to be considered** (please indicate no more than three in order of preference):

1.

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2.

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3.

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I am a graduating college senior or current graduate student, and I would like to be considered for the James K. Ballinger Director's Scholarship.

## II. Education

**Current students:** Please list the university or institution at which you are currently enrolled.

**Recent graduates:** Please provide information from the university or institution from which you graduated no more than 12 months before the start of your internship.

University/institution

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City

State

ZIP Code

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Major area(s) of study

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Minor area(s) of study

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Degree for which you are studying

Total credits required for degree

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Credits completed at time of application

Anticipated credits before internship

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Faculty supervisor/advisor

E-mail address

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### III. Previous higher education

University/Institution	Location	Dates	Degree/Major

Please describe major research or projects that you undertook while at your current and/or previous university/institution.

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### IV. Languages

Please indicate which languages you can read and/or speak and at which level you rate your skills.

#### READING SKILLS

- Spanish**     Average     Good     Excellent
- French**     Average     Good     Excellent
- Italian**     Average     Good     Excellent
- German**     Average     Good     Excellent
- Japanese**     Average     Good     Excellent
- Chinese**     Average     Good     Excellent

**Other** (please indicate):

\_\_\_\_\_  Average     Good     Excellent

#### SPEAKING SKILLS

- Average     Good     Excellent
- Average     Good     Excellent
- Average     Good     Excellent
- Average     Good     Excellent
- Average     Good     Excellent
- Average     Good     Excellent

Average     Good     Excellent

If English is **not** your native language, please rate your English skills:

- Reading**     Average     Good     Excellent
- Speaking**     Average     Good     Excellent
- Writing**     Average     Good     Excellent

- Average     Good     Excellent
- Average     Good     Excellent
- Average     Good     Excellent

## V. Skills

Please describe your computer skills and software knowledge.

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Please describe any art-handling experience and/or research skills.

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Please list other relevant skills that you consider important for the internship(s) for which you wish to be considered:

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## VI. Experience

*Please provide any paid or volunteer work experience that you consider important for the internship(s) for which you wish to be considered, and/or attach a current résumé/curriculum vitæ.*

Organization	Dates
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Job title
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Duties
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Organization	Dates
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Job title
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Duties
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Organization	Dates
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Job title
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Duties
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Organization	Dates
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Job title
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Duties
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## VII. References

List two individuals who have written letters of recommendation in support of your application. Letters should be on personal or company letterhead; must include an original signature; and must speak to your prospects for a successful internship at Phoenix Art Museum. One letter must be from a teacher or professor in your field of study; one may be a character/personal reference from a non-academic source. Finally, letters must be included with your application; letters submitted separately are not accepted.

Name		
Position	Organization	
Address		
City	State	ZIP Code
Telephone number	E-mail address	

Name		
Position	Organization	
Address		
City	State	ZIP Code
Telephone number	E-mail address	

## VIII. How did you learn about this internship?

- Internet (Web site: \_\_\_\_\_ )
- Faculty/counselor (Name: \_\_\_\_\_ )
- Brochure (Title of brochure: \_\_\_\_\_ )
- Other (Describe: \_\_\_\_\_ )

## IX. Certification

I hereby certify that, to the best of my knowledge, all information contained in this internship application is true and correct.

Applicant's signature	Date
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Please send **complete** application materials to:

# Phoenix Art Museum

ATTN: Internships  
1625 North Central Avenue  
Phoenix, Arizona 85004