

## 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 at least 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 \$2500 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. More information about membership benefits is available on the Museum's Web site at PhxArt.org.

### 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 the candidate is interested in an internship at Phoenix Art Museum. The candidate should include the reason(s) s/he is applying for specific internships, as well as what s/he hopes to achieve from the experience and what s/he believes s/he can contribute.
3. **Two (2) letters of recommendation:** One letter from each individual whom the candidate has 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 a 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 the application; letters submitted separately are not accepted.
4. **Undergraduate and/or graduate transcripts.** The candidate should include official transcripts from the institution of higher learning at which s/he is currently studying or recently graduated; official transcripts from any institution of higher learning that has granted him/her a degree; and official or unofficial transcripts from any institution of higher learning at which s/he earned credit that s/he is applying/did apply towards a degree. International students should also provide a copy of their student visa and/or Department of Homeland Security Form I-20.

**Candidates should not use staples to fasten any materials together.** Paper clips and/or folders are acceptable. All documents must be included with the application; documents submitted separately are not accepted.

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

Send **complete** application materials to:

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

Upon receipt of application materials, an acknowledgement card is mailed to the candidate. Internship selection is competitive, and is based on academic standing, letters of recommendation, personal statement; and interview (required for all finalists in the selection process).

All applicants are notified of the Museum's decision to offer or decline an internship within one month 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) 307-2032.

## Internship program application

# Phoenix Art Museum

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PhxArt.org • info@phxart.org

### I. General information

*Print legibly in blue or black ink. For a version of this form in which you may type, email [education@phxart.org](mailto:education@phxart.org).*

Name \_\_\_\_\_

Current address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Country of citizenship \_\_\_\_\_

### Internship(s) for which you wish to be considered *(indicate no more than three):*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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:** *List the institution at which you are currently enrolled, and include an official copy of your transcript.*

**Recent graduates:** *Provide information for the institution from which you graduated no more than 12 months before the start of your internship, and include an official copy of your transcript.*

University/institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Major area(s) of study \_\_\_\_\_

Minor area(s) of study \_\_\_\_\_

Degree sought \_\_\_\_\_ Faculty supervisor/advisor \_\_\_\_\_

Date/expected date of graduation \_\_\_\_\_ Total credits required for degree \_\_\_\_\_

Total credits at time of application \_\_\_\_\_ Anticipated total credits before internship \_\_\_\_\_

### III. Previous higher education

Include official transcripts from any institution of higher learning that has granted you a degree. Include official or unofficial transcripts from any institution of higher learning at which you earned credit that you are applying/did apply towards a degree.

University/Institution	Location	Dates	Degree/Major
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### IV. Languages

Indicate which languages you can read and/or speak, and at which level you rate your skills.

LANGUAGE	READING SKILLS	SPEAKING SKILLS
_____	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent
_____	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent
_____	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent

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

<b>Reading</b>	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent
<b>Speaking</b>	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent
<b>Writing</b>	<input type="checkbox"/> Average <input type="checkbox"/> Good <input type="checkbox"/> Excellent

### V. Skills

Describe your computer skills and software knowledge.

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Describe any art-handling experience and/or research skills, including major research or projects that you undertook while at your current and/or previous institution.

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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

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 \_\_\_\_\_

Job title \_\_\_\_\_

Duties \_\_\_\_\_

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Job title \_\_\_\_\_

Duties \_\_\_\_\_

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Job title \_\_\_\_\_

Duties \_\_\_\_\_

Organization \_\_\_\_\_ Dates \_\_\_\_\_

Job title \_\_\_\_\_

Duties \_\_\_\_\_

## 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.

Name \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### VIII. How did you learn about Phoenix Art Museum's internship program?

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

### IX. Checklist

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

*Indicate with a ✓ or ✗ all materials you are including with your application packet:*

#### Required materials

- Application form**
- 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.
  - Includes the reason(s) you applied for each specific internship indicated in Section I.
  - Includes what you hope to achieve from the experience.
  - Includes what you believe you can contribute.
- Two (2) letters of recommendation:** One letter from each individual whom you have listed as a reference. Letters of recommendation must be included with the application; letters submitted separately are not accepted. For more information, see Section VII.
- Undergraduate and/or graduate transcripts** (include all that apply)
- An official copy from the institution of higher learning at which you are currently studying or recently graduated.
  - An official copy from any institution of higher learning that has granted you a degree.
  - An official or unofficial copy from any institution of higher learning at which you earned credit that you are applying/did apply towards a degree.
- International students only:** A copy of your student visa and/or Department of Homeland Security Form I-20.

#### Optional materials

- Résumé or curriculum vitæ**

### X. 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

Send **complete** application materials to:

## Phoenix Art Museum

ATTN: Internships  
1625 North Central Avenue  
Phoenix, Arizona 85004