

INTERNSHIPS

Guidelines



Phoenix Art Museum • 1625 North Central Avenue
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 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, 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

Most 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 particular 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, all 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. They must be included with your application. Letters of recommendation 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.

Deadlines for submission:

Summer	postmarked no later than March 1
Fall semester	postmarked no later than July 1
Spring semester	postmarked no later than November 1
Special projects	variable; see individual 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 or (602) 257-1880.

KM 2/1/08

INTERNSHIPS

Application



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Please note:

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

I. General information

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

Name _____

Current address _____

City _____ State _____ ZIP Code _____

Telephone number _____ E-mail address _____

Country of citizenship _____

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

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: 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 _____

City _____ State _____ ZIP Code _____

Major area(s) of study _____

Minor area(s) of study _____

Degree for which you are studying _____ Total credits required for degree _____

Credits completed at time of application _____ Anticipated credits before internship _____

Faculty supervisor/advisor _____ E-mail address _____

III. Previous higher education

University/Institution	Location	Dates	Degree/Major
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Please describe major research or projects that you undertook while at your current and/or previous university/institution.

IV. Languages

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

READING SKILLS

SPEAKING SKILLS

Spanish	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
French	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Italian	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
German	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Japanese	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent
Chinese	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent	<input type="checkbox"/> Average	<input type="checkbox"/> Good	<input type="checkbox"/> Excellent

Other (please indicate):

_____ Average Good Excellent Average Good Excellent

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

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

V. Skills

Please describe your computer skills and software knowledge.

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

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

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. You also may attach a 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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Organization	Dates
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VII. References

Please list the names of those who are providing letters of recommendation.

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

Please send **complete** application materials to:

Phoenix Art Museum
ATTN: Internships
1625 North Central Avenue
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