



# Montclair Art Museum

3 South Mountain Avenue, Montclair, New Jersey 07042-1747  
(973) 746 5555 / montclairartmuseum.org

**Internship Application**  
**Fall & Spring Semester**  
**Summer (June- August)**

(Please type or print clearly)

**Name** \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

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

**School Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Send correspondence to:** \_\_\_\_\_ **Permanent Address (between dates: \_\_\_\_\_)**

\_\_\_\_\_ **School Address (between dates: \_\_\_\_\_)**

**College** \_\_\_\_\_ **Date of Graduation** \_\_\_\_\_

**Major/ Minor** \_\_\_\_\_ **Degree** \_\_\_\_\_

**Courses taken that would be relevant to a Museum internship:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Graduate School** \_\_\_\_\_ **Date of Graduation** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Field of Study** \_\_\_\_\_ **Degree** \_\_\_\_\_

**Relevant Courses:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Please include with your application an official academic transcript from your college or university.)*

**Please rate your areas of interest (1-4, 1 signifying the highest level of interest)**

\_\_\_ Educational programming for adult or youth audiences

\_\_\_ Teaching youth art

\_\_\_ Museum guide

\_\_\_ Library/archives

\_\_\_ Curatorial, research

\_\_\_ Grants, fundraising, membership

\_\_\_ Communications/publicity

\_\_\_ Registrar (clerical, data entry)

\_\_\_ Exhibition installation

\_\_\_ Museum store

\_\_\_ Administration

**I am willing to work in any area of the Museum** \_\_ Yes \_\_ No

To learn more about past internship areas, visit the Museum website at: [montclairartmuseum.org](http://montclairartmuseum.org).

**Relevant Work/Volunteer Experience**

Company/Organization	Position Held	Dates

**Foreign Language Skills**

Language(s)	Fluency Level (reading, writing, speaking)

**Do you expect this internship to fulfill an academic requirement? \_\_Yes \_\_No**

**Please submit the following additional support materials with your application:**

Resume

Essay – 500 words maximum, on a separate piece of paper (typed), please tell us why you are interested in the Montclair Art Museum Internship Program, what your career goals are, and what unique skills you might bring to the Museum.

Official Academic Transcript(s) (may be mailed separately)

Two (2) academic recommendations (letters may be mailed separately)

Name	Position
1) _____	_____
2) _____	_____

**How did you hear about the Montclair Art Museum Internship Program?**

\_\_\_\_\_

*The Montclair Art Museum Internship is an unpaid, volunteer position. You are encouraged to contact your respective school about receiving academic credit and the availability of funding for internships at nonprofit institutions.*

**Send your completed application packet to:**

Rita Bausch, Volunteer Coordinator  
Montclair Art Museum  
3 South Mountain Avenue  
Montclair, NJ 07042

For more information:  
Email: rbausch@montclairartmuseum.org  
Telephone: (973) 746-5555, ext. 224

<b>Rolling application deadlines</b>
<b>Internships begin:</b>
September
January
June