

Internship Program Application

v07.08

Internal Use Only

Forwarded To: _____

Follow-up with applicant: Yes No

Additional Notes: _____

(Please return to intern coordinator for records)

Personal Information

Name: Last _____ First _____

Address _____

City _____ State _____ Zip _____

Home phone number (_____) _____ Cell phone (_____) _____

Email address _____

Are any of your friends or family CMA employees, volunteers or other museum affiliates? Yes No

Please list _____

Availability

For which are you applying? Fall Winter/Spring Summer

Date Available to Start _____

How long would you be available to work at the museum? _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Is there some flexibility to your schedule? YES NO

Is this internship for school credit? YES NO

How did you hear about the Columbus Museum of Art's Internship Program?

Website Counselor/Teacher Family

Friend Staff Member Other

Education

	Name	City and State	Dates Attended	Date Graduated and GPA	Subjects Studied
High School					
College					
Graduate School					
Other					

Employment Experience

Organization	How Long?	Position	Brief description of role

Volunteer Experience

Organization	How Long?	Position	Brief description of role

References

Name	Position/Relation	Contact information

Special Skills

Please indicate any special skills that you would be able to bring to an internship

Interests and Skills

The next two sections are to help us identify your skills and interests in order to find the best position for you at the Columbus Museum of Art. Please be honest, there are no right answers.

Available Skills: Please read all of the following descriptions carefully and number only your top 4 strengths (1 being your strongest ability). Remember that all of the following refer to professional business level skills.

- _____ I am comfortable producing professional quality research, including internet research, primary source research, library research, and book summations
- _____ I am comfortable with math and finances
- _____ I am comfortable with power tools and light construction
- _____ I fluently speak a second language (which language _____)
- _____ I have versatile computer skills (i.e. working with Microsoft office, working with Mac computers, able to troubleshoot basic errors and issues, working with internet based applications, etc.)
- _____ I am comfortable with multimedia applications and technology (i.e. cameras, editing software, etc.)
- _____ I am comfortable making and receiving phone calls
- _____ I am comfortable with professional writing and editing
- _____ I am comfortable with public speaking
- _____ I am comfortable networking in social situations
- _____ I am comfortable with professional design work (i.e. graphic design, model making, layouts, etc.)
- _____ I am self-directed, able to work independently on projects and summarize results to present to others
- _____ I am comfortable with organizing, filing, and tracking information for myself and others

Interests: Please read all of the following descriptions carefully and number only your top 4 interests (1 being the most appealing).

- _____ I enjoy hands-on art activities
- _____ I enjoy working with teachers
- _____ I enjoy working with children and students (which age groups/grades? _____)
- _____ I enjoy working with my hands
- _____ I enjoy working in an office setting
- _____ I enjoy working as part of a team
- _____ I enjoy accomplishing tasks on my own
- _____ I enjoy research using various means and organizing information for others to use
- _____ I enjoy working with technology and computers
- _____ I enjoy working with multimedia applications
- _____ I enjoy providing service to others and being a valuable resource
- _____ I enjoy interacting and connecting with many different kinds of people

Personal Statement

Tell us why an internship at the Columbus Museum of Art would be beneficial to your life or future career. What experiences do you hope to take away from an internship with the museum? What skills would you be able to bring to the position? What experiences have you had in other volunteer or paid positions that would help you as an intern? (Feel free to use an additional page)

PLEASE READ THIS BEFORE SIGNING BELOW: I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen for an internship at The Columbus Museum of Art I will comply with all policies and practices established by The Columbus Museum of Art.

Remember you are required to submit a resume with your application. Your application will not be processed until this has been received.

Please note that all internships are unpaid. If you can receive funding or credit through your university it is your responsibility to obtain and complete any relevant forms.

The Columbus Museum of Art has a limited number of internships available and spots fill quickly. If we are unable to match you with an internship a letter will be sent to the mailing address listed on this application. If you reapply for future internships you must resend all application materials.

Signature of Applicant: _____

Date: _____

Due Dates: Fall = July 15th

Winter/Spring = October 15th

Summer = March 15th

Mail resume and application to:
Columbus Museum of Art
480 E. Broad St.
Columbus Ohio 43215
Phone: 614.221.6801
www.columbusmuseum.org