

Internship Program Application v07.12

Personal Information

Full Name _____

Mailing Address _____

City _____ State _____ Zip _____

Primary phone number (with area code) _____

Email address _____

Are any of your family or friends CMA employees, volunteers, or other museum affiliates? YES NO

Please list _____

Have you ever worked/studied with a CMA employee or affiliate who can serve as a professional reference? YES NO

Please list _____

Have you ever been convicted of a crime? (*conviction will not automatically bar you from consideration*) YES NO

If yes, please explain _____

Availability (Most internships are available during standard office hours: Mon-Fri 9:00am to 5:00pm. Some Thursday evening and weekend hours may be available for internships that involve working with front-of-house operations.)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

For which season are you applying? Fall Spring Summer

Date available to start _____

Is there a date after which you will no longer be available? _____

Would you be interested/available to continue an internship for longer than one season? YES NO

Is this internship for school credit? YES NO

Working preferences

For each line below, select your preference and square it. You must select only one in each line.

- Work with visitors OR Work behind the scenes
- Work with people OR Work with ideas OR Work with things
- Dive right in; experiment with little instruction OR Look up information; see what has been done before OR Ask for help; have someone walk you through the unfamiliar

Skills and Interests

Technical Knowledge: Please check each technology area you feel comfortable using with little to no assistance.

- Microsoft Office Suite Photoshop/Adobe Suite photography and/or videography
- Collection management databases (please specify): _____
- Member/donor management databases (please specify): _____
- Specialized artmaking techniques (please specify): _____
- Other technical 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.

Skills: Please read all of the following descriptions carefully and choose just four statements that best describe your unique skillset. Number the selected statements 1 to 4 (1 being your strongest ability).

- _____ I am able to produce high quality and thorough research from a variety of sources
- _____ I am able to produce high quality writing and properly edit the writing of others
- _____ I am able to organize, file, and track information; accurately enter and retrieve data; and attend to detail
- _____ I am self-directed, able to work independently on projects and summarize results to present to others
- _____ I can make connections and communicate with diverse audiences
- _____ I can easily collaborate with others and make valuable contributions to a team
- _____ I can easily jump into new and unfamiliar situations; I am flexible and adapt quickly
- _____ I am able to experiment with materials, make sample projects, and prototype ideas
- _____ I can safely operate power tools; lift and move heavy objects; paint; and perform other light construction tasks
- _____ I have been trained to properly handle works of art

Interests: Please read all of the following descriptions carefully and choose just four statements that best describe your interests. Number the selected statements 1 to 4 (1 being the most appealing).

- _____ I am interested in research and writing
- _____ I am interested in the process of tracking, documenting, and cataloguing artworks
- _____ I am interested in learning how to safely handle works of art
- _____ I am interested in working with my hands to assemble galleries and construct displays
- _____ I am interested in collecting, sorting, organizing, and processing information
- _____ I am interested in behind-the-scenes support and administrative duties
- _____ I am interested in interacting with many different types of people and making connections with the community
- _____ I am interested in preparing, leading, and/or creating hands-on art activities for a variety of audiences
- _____ I am interested in working with teachers and/or classroom programs
- _____ I am interested in working with children (which age groups/grades? _____)

Questions

Using only the space provided below answer the following questions. This is a chance for our staff to learn more about you. Write legibly or, if possible, type your response.

Tell us one thing, besides art, that you are passionate about.

How do you envision your participation as a CMA intern?

What are two things you can contribute to an internship?

What are two things you would like to learn?

Scenarios

Your normal internship hours are from 10 AM to 4 PM. It is currently 1pm, you have completed all your duties for the day, but your supervisor is in a meeting. Below are seven valid courses of action; please check the one you feel you are most likely to pursue.

- Patiently wait until your supervisor is ready to meet with you
- Review the work you have completed looking for errors and opportunities for improvement
- Locate a fellow intern or another staff person and see if he/she has a project you can assist with
- Find a book, publication, or online resource to read about a topic relevant to your internship/project
- Think about the work you have been doing recently and experiment with a new project
- Go to the Museum galleries and familiarize yourself with the collection and current exhibitions
- Leave a note explaining the work you have completed and go home

Your supervisor is bringing a local artist to the museum for a public talk. Your supervisor has chosen the artist and the date but has appointed you as the project manager. Briefly outline in the space provided what details you will consider while planning this event.

Fill in the space below however you wish

Completing this section is required but you may complete it however you choose.

Application Checklist

All these items are required and your application will not be processed until all items have been received.

Completed internship application (4 pages) Up-to-date resume Cover letter

PLEASE READ THIS BEFORE SIGNING BELOW:

- All internships are voluntary and unpaid. If you can receive funding or credit through a university or other means it is your responsibility to obtain and complete any relevant materials.
- For the safety of our visitors and our collection, all interns accepted into the program will be subject to a criminal background check.
- 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 you will be notified by the internship coordinator once all selections have been made. To apply for future internships you must resend all application materials by the appropriate due date.

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 organization.

Signature of Applicant: _____

Date: _____

Due Dates: **Fall = August 15** **Spring = November 30** **Summer = March 15**

Please note that applications are only reviewed after the deadline and the selection process can take up to six-weeks.

Mail application packet to:
Columbus Museum of Art
Attn: Internships
480 E. Broad St.
Columbus Ohio 43215

Email application packet at a PDF:
amanda.kepner@cmaohio.org

Great Experiences with Great Art for Everyone