

# **Burne Gallery Internship Application**

## **Memorial Art Gallery/ CREATIVE WORKSHOP**

Please note that this opportunity is only available for a **current college student** with a professor willing to sponsor them. At completion or midpoint of internship, professor should be available to discuss how this internship fits with student's learning plan.

**Date:**

**Name:**

**Email address:**

**Mailing address:**

**Phone number:**

**Person to contact in an emergency (name, relationship and phone number):**

**School:**

**Level of schooling:**

**Major:**

**Minor:**

**Areas of particular interest:**

**Why are you interested in a Creative Workshop internship?**

**Are you interested in the art of any particular time period or culture?**

**Do you have plans for future schooling?**

**Why have you chosen the Memorial Art Gallery for your internship?**

**Are there departments or tasks that you are interested in learning more about?**

**Do you have any museum experience?**

**What are your expectations for the internship?**

**Is it for school credit, or experience?**

**What is the period during which you are available for this internship (provide approximate dates):**

**Days and hours available to work:**

**Prospective interns must submit this completed “Internship Application” along with:**

1. Full résumé of education and employment
2. Two academic recommendations (These can be emailed)
3. An essay (maximum 500 words) describing your career goals and how you plan to meet those goals; the skills and abilities you will bring to your internship at the Memorial Art Gallery. Please address why a gallery space in a working art school division of the gallery interests you and why you are qualified.

There are a limited number of internship slots available. Selected applicants may be interviewed and considered for placement based on the needs of the Gallery as well as the candidate's interests and experience. In addition to assigned internship duties, attempts will be made to introduce students to various aspects of museum work. Please note that availability of internship positions is determined by the needs of the Gallery. Every effort will be made to accommodate a preference; all internship opportunities are valuable and worthwhile.

**The application deadlines are:**

**Fall 2015 Burne Gallery Intern  
Winter 2016 Burne Gallery Intern  
Spring 2016 Burne Gallery Intern  
Summer 2016 Burne Gallery Intern**

**September 13, 2015  
December 5, 2015  
December 5, 2015  
March 15, 2016**

**Please submit all of your materials at one time to:**

Rachael Baldanza, Curriculum Director, Creative Workshop via email  
[rbaldanza@mag.rochester.edu](mailto:rbaldanza@mag.rochester.edu)

or

Mary Ann Monley, Administrator of Volunteer Services and Tours, Memorial Art Gallery  
[mmonley@mag.rochester.edu](mailto:mmonley@mag.rochester.edu)