

# ALBANY INSTITUTE OF HISTORY & ART

125 Washington Avenue • Albany, NY • 12210 • www.albanyinstitute.org  
Tel: (518)463-4478 • Fax: (518) 462-1522 or 463-5506

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## Internship Application Form

**Please specify which internship session to which you are applying:** \_\_\_\_\_

<b>Session</b>	<b>Application Deadline</b> <i>All materials must be received by</i>	<b>Response Date</b> <i>You will hear back from us by</i>
Spring (January-May)	October 31st	November 14th
Summer (May-August)	March 31st	April 14th
Fall (August-December)	June 30th	July 14th

**Please print and full out all sections completely:**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

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

Telephone \_\_\_\_\_

Alternate Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Send Correspondence to: Permanent Address \_\_\_\_\_ (Dates: \_\_\_\_\_)

Alternate Address \_\_\_\_\_ (Dates: \_\_\_\_\_)

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

City and State \_\_\_\_\_

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

Honors/Awards \_\_\_\_\_

Relevant Coursework and Extracurricular \_\_\_\_\_

\_\_\_\_\_

*If possible, please attach transcript*

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

City and State \_\_\_\_\_

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

Honors/Awards \_\_\_\_\_

Relevant Coursework and Extracurricular \_\_\_\_\_

*If possible, please attach transcript*

**High School** \_\_\_\_\_ Date of Graduation \_\_\_\_\_

City and State \_\_\_\_\_

Honors/Awards \_\_\_\_\_

Relevant Coursework and Extracurricular \_\_\_\_\_

**Work/Volunteer Experience**

*Please attach a resume if you have one*

1. Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Position \_\_\_\_\_

Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

Dates \_\_\_\_\_

2. Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Position \_\_\_\_\_

Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

Dates \_\_\_\_\_

3. Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Position \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates \_\_\_\_\_

**Special Skills (Computer, Language, etc.)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cultural Travel Experiences** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates \_\_\_\_\_

**Recommendations**

1. Name \_\_\_\_\_  
Company/School/Position \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

2. Name \_\_\_\_\_  
Company/School/Position \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**Please indicate your primary areas of interest.**

Rate choices 1-4, with 1 signifying highest interest

*Detailed descriptions can be found at [www.albanyinstitute.org](http://www.albanyinstitute.org)*

\_\_\_ Arts Administration

\_\_\_ Curatorial Practices

\_\_\_ Public Relations and Marketing

\_\_\_ Development/Fundraising

\_\_\_ Education

\_\_\_ Event Planning

\_\_\_ Museum Shop

\_\_\_ I am interested in a variety of museum functions, and I am open to a placement that best suits my skills.

How did you learn about our intern program? \_\_\_\_\_

What other intern programs are you currently applying to? \_\_\_\_\_  
\_\_\_\_\_

Do you plan to earn academic credit if accepted? Yes\_\_\_ No\_\_\_

If yes, please list the contact information of your college or university advisor:

Name\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

How many credits will you earn for this internship? \_\_\_\_\_

How many hours per week will you need for credit? \_\_\_\_\_

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**Essay**

Please attach a 500-word essay explaining why you would like to participate in the internship program at The Albany Institute of History & Art.

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**Application Checklist:**

\_\_\_ Completed Application Form

\_\_\_ Transcripts (Optional)

\_\_\_ Two Recommendations

\_\_\_ 500 Word Essay

\_\_\_ Resume (If applicable)

\_\_\_ Writing Sample

**Send completed application packet to:**

Andrea Lomanto

Development Associate

Albany Institute of History & Art

125 Washington Avenue

Albany, N.Y. 12210

**For more information please e-mail:** [Lomanto@albanyinstitute.org](mailto:Lomanto@albanyinstitute.org)