

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

Internship Application Form

Please specify which internship session to which you are applying: _____

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

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: _____)

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

___ 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? _____

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.

Application Checklist:

___ Completed Application Form

___ Transcripts (Optional)

___ Writing Sample

___ Two Recommendations

___ Resume (If applicable)

___ 500 Word Essay

Send completed application packet to:

Barbara Collins, Education Coordinator

Albany Institute of History & Art

125 Washington Avenue

Albany, N.Y. 12210

For more information please e-mail: collinsb@albanyinstitute.org

Or call: (518)563-4478, ext. 405