

# PLAINS ART MUSEUM DEVELOPMENT INTERNSHIP COMMON APPLICATION

To apply for an internship in Plains Art Museum's Development Department, complete

- the form below,
- a resume (max 2 pages; include academic history/year, major/minor, honors, & work history)
- a cover letter (max 500 words; describe how the internship will contribute to your educational and professional goals, as well as what skills/talents you have)

Email all documents as **PDF files** to:

Megan Even, Development Coordinator, [meven@plainsart.org](mailto:meven@plainsart.org) and

Sandy Thompson, Director of Development, [sthompson@plainsart.org](mailto:sthompson@plainsart.org).

Name \_\_\_\_\_

Date of application \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## TYPE OF INTERNSHIP

Please put an 'X' in the appropriate box.

**PAID INTERN** is provided with a predetermined stipend from their school.

**ACADEMIC CREDIT\*** Intern does not qualify for a stipend and Intern is responsible for ensuring any/all necessary paperwork is completed with his/her college/university.

**VOLUNTEER INTERN** acknowledges the Internship will not constitute employment and no stipend or academic credit will be awarded.

*\*If this internship is part of a for-credit course, are there any course requirements the Museum should be aware of?*

## **ABOUT YOU**

What interests you about interning at Plains Art Museum? What do you hope to learn and what experiences do you hope to gain?

How did you find out about the internship at Plains Art Museum?

## **AVAILABILITY**

How many hours are you hoping to complete per week as part of your internship? \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Days of Week and Times Available \_\_\_\_\_

## **EMERGENCY CONTACT(S)**

*Please provide information for at least one emergency contact.*

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Relationship \_\_\_\_\_