HIGH MUSEUM OF ART ATLANTA

2014 SUMMER INTERNSHIP APPLICATION FORM

APPLICATION DEADLINE: FRIDAY, MARCH 7th, 2014

Today's Date _____

PERSONAL INFORMATION

Last Name _____ First Name _____

Current Address _____

City _____ State _____ Zip Code _____

Phone Numbers Home _____ Cell _____

Email Address _____

Permanent Address _____

City _____ State _____ Zip Code _____

Have you previously been employed or volunteered at the High Museum of Art? Yes ☐ No ☐

If yes, which department _____

College or University _____

Major/Concentration _____ Year of Graduation _____ Classification _____

INTERNSHIP INFORMATION

Position (s) you are applying for. **Please indicate your 1st, 2nd, and 3rd choices by marking a 1, 2, and/or 3 beside the position**.

☐ Modern and Contemporary Art (Curatorial)
☐ Decorative Arts and Design (Curatorial)
☐ Photography (Curatorial)
☐ Museum Interpretation (Education)
☐ Community Relations
☐ School Programs (Education)
☐ Public Relations
☐ Public Programs (Education)
☐ Marketing
☐ Membership and Guest Relations

Will you seek academic credit for this internship? Yes ☐ No ☐

If seeking academic credit, interns are responsible for obtaining and meeting their specific program requirements. The High Museum of Art will provide necessary documentation for credit upon request.

Please provide contact information, if applicable, for your academic advisor.
Name _____ Phone _____

ATTACHMENTS

Please submit the following materials as part of your application package.

☐ **Resume:** Attach a resume in which you list relevant coursework, work experience, and other experience that relate to the internship project for which you are applying.

☐ **Personal Statement:** On a separate sheet of paper, please write a short proposal stating why an internship at the High Museum of Art, and the specific internship project for which you are applying, relate to your academic and career goals. Please keep statements to one page or less.

☐ **Letter of Recommendation:** Provide one letter of recommendation from a current or former professor or employer in a sealed envelope. Indicate in this application if the letter is included or will be sent separately.

ADDITIONAL INFORMATION

How did you find out about the position for which you are applying?

☐ Advertisement ☐ Orientation ☐ Volunteer Fair

☐ HMA Website ☐ Career Service Advisor ☐ Other

☐ Employee Referral Please list employee: _____

PLEASE RETURN ALL COMPLETED APPLICATIONS AND ATTACHMENTS VIA MAIL, EMAIL OR FAX TO:

Department of Education
ATTN: Summer Internship Program
High Museum of Art
1280 Peachtree Street NE
Atlanta, GA 30309

Fax: 404-733-4502
Email: higheducation@woodruffcenter.org