

Internship Program Application

v06.10

Personal Information

Full Name _____

Mailing Address _____

City _____ State _____ Zip _____

Primary phone number (_____) _____

Email address _____

Are any of your family or friends CMA employees, volunteers or other museum affiliates? Yes No

Please list _____

Availability

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

For which season are you applying? Fall Winter/Spring Summer

Date available to start _____

When do you project completing your internship? _____

Is there some flexibility to your schedule? YES NO

Is this internship for school credit? YES NO

Either or

For each item below, select your preference and square it. There are no wrong answers.

- | | | | |
|---|----|--|---|
| Work with visitors | OR | Work behind the scenes | |
| Do it myself | OR | Work with a team | |
| Send an email | OR | Pick up the phone | |
| Outline a project | OR | Develop as you go | |
| Figure out the details | OR | Assemble the big picture | |
| Work with people | OR | Work with ideas | OR Work with things |
| Dive right in; experiment with little instruction | OR | Look up information; see what has been done before | OR Ask for help; have someone walk you through the unfamiliar |

Skills and Interests

Technology: Please check off each technology you feel comfortable using with little to no assistance

- | | | | |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Word | <input type="checkbox"/> Excel | <input type="checkbox"/> PowerPoint | <input type="checkbox"/> Outlook |
| <input type="checkbox"/> Mac | <input type="checkbox"/> PC | <input type="checkbox"/> video/audio editing | <input type="checkbox"/> website management |
| <input type="checkbox"/> Video camera | <input type="checkbox"/> Digital camera | <input type="checkbox"/> Social networking sites | <input type="checkbox"/> Photoshop |

Other (please specify): _____

The next two sections are to help us identify your skills and interests in order to find the best position for you at the Columbus Museum of Art. Please be honest, there are no right answers.

Skills: Please read all of the following descriptions carefully and number 1 to 4 your top four strengths (1 being your strongest ability).

- _____ I am able to produce high quality and thorough research, including internet research, primary source research, library and database research, and book and article summations
- _____ I can safely operate power tools and perform light construction
- _____ I fluently speak a second language (which language _____)
- _____ I am comfortable making and receiving phone calls, including cold-calls, to members, clients or professionals
- _____ I am able to produce high quality writing and properly edit the writing of others
- _____ I am comfortable with public speaking
- _____ I am able to make models, room layouts or other spatial designs
- _____ I am self-directed, able to work independently on projects and summarize results to present to others
- _____ I am able to organize, file, and track information, accurately enter and retrieve data, and attend to detail
- _____ I am able to adapt to changing situations and set new goals
- _____ I can work with a variety of audiences including children, families, teenagers, seniors, first time visitors, etc.

Interests: Please read all of the following descriptions carefully and number 1 to 4 your top four interests (1 being the most appealing).

- _____ I enjoy hands-on art activities
- _____ I enjoy working with teachers
- _____ I enjoy working with children and students (which age groups/grades? _____)
- _____ I enjoy getting messy
- _____ I enjoy working in an office setting
- _____ I enjoy research and organizing information for others to use
- _____ I enjoy working with technology and/or multimedia applications
- _____ I enjoy providing service to others and being a valuable resource
- _____ I enjoy interacting and connecting with many different kinds of people, including children, families, teenagers, seniors, first time visitors, etc.
- _____ I enjoy talking about art with many different types of people (various ages, backgrounds, education, etc.)

Questions

Using only the space provided below answer the following questions. This is a chance for our staff to learn more about you. Think about your answers and be honest.

Tell us one thing about yourself that has nothing to do with art.

Describe your most memorable museum experience.

What are three things that you associate with the Columbus Museum of Art?

List two of your greatest skills and two areas you feel need improvement.

Scenarios

Your normal internship hours are from 10 AM to 4 PM. It is currently 1pm and you have completed all your duties for the day. Your supervisor is in a meeting. What do you do?

You have worked all day on a very long project. An hour before you are supposed to leave for the day you realize you have done the entire project incorrectly and it is not usable as it is. What do you do?

Fill in the space below however you wish

*Literally, put **anything** you want here. This section is required, but writing is not.*

Application Checklist

All these items are required and your application will not be processed until all items have been received.

Completed internship application

Up-to-date resume

Cover letter

PLEASE READ THIS BEFORE SIGNING BELOW:

- All internships are voluntary and unpaid. If you can receive funding or credit through your university it is your responsibility to obtain and complete any relevant materials.
- All interns accepted into the program will be subject to a background check
- The Columbus Museum of Art has a limited number of internships available and spots fill quickly. If we are unable to match you with an internship you will be notified by the internship coordinator once all selections have been made. To apply for future internships you must resend all application materials by the appropriate due date.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. In the event I am chosen for an internship at The Columbus Museum of Art I will comply with all policies and practices established by The Columbus Museum of Art.

Signature of Applicant: _____

Date: _____

Due Dates: Fall = September 15

Winter/Spring = January 15

Summer = April 15

Mail application and resume to:

Columbus Museum of Art

Attn: Internships

480 E. Broad St.

Columbus Ohio 43215

Great Experiences with Great Art for Everyone