



125 West Bay Road  
Amherst, MA 01002  
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www.carlemuseum.org

## ERIC CARLE MUSEUM INTERNSHIP PROGRAM APPLICATION

**Eligibility:** The Eric Carle Museum Internship Program accepts applications from undergraduate or graduate-level students, and recent college graduates.

**Deadlines:** Internship application deadlines are as follows and must be postmarked or submitted electronically on the deadline date (if the deadline falls on a Sunday or holiday, materials must be postmarked on the next business day):

Unpaid:

Summer - April 1<sup>st</sup>

Fall semester - August 1<sup>st</sup>

J-Term - November 10<sup>th</sup>

Spring semester - November 10<sup>th</sup>

Paid:

Summer - February 15<sup>th</sup>

**Internship application materials checklist:**

- \_\_\_ Eric Carle Museum Internship Application
- \_\_\_ Letter of Recommendation (academic or professional, signed on letterhead)
- \_\_\_ Résumé or CV
- \_\_\_ Cover letter explaining your career goals, your interest in the program, what you hope to gain, and what you can contribute

**Paid internship applicants must also submit:**

- \_\_\_ Official Academic Transcript
- \_\_\_ Second Letter of Recommendation (academic or professional, signed on letterhead)

**Please submit all application materials to:**

The Eric Carle Museum of Picture Book Art  
Internship Program  
125 West Bay Road  
Amherst, MA 01002

**Or electronically to:** [HR@carlemuseum.org](mailto:HR@carlemuseum.org)

Please note: If sending in application materials electronically, recommendations and transcripts may be mailed in separately but must be postmarked by the deadline. Incomplete applications cannot be accepted.

**Please indicate which internship and time frame you are applying for:**

- Art Studio (unpaid)
- Collections & Exhibitions (unpaid)
- Development & Marketing (unpaid)
- Trinkett Clark (paid, summer only)
- Alix Zacharias – Leadership (paid, summer only)
- Alix Zacharias – Development (paid, summer only)
- Summer
- Fall
- J-Term
- Spring

Name \_\_\_\_\_

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

\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Do you have the legal right to work permanently in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**Education:**

Institution: \_\_\_\_\_

Freshman \_\_\_\_\_ Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Other \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

Course of study \_\_\_\_\_

Courses you have taken that would be relevant to your experience as a Museum intern:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your institution giving you academic credit for this internship? \* Yes \_\_\_\_\_ No \_\_\_\_\_

\*Students who wish to receive academic credit for their internship must make their own arrangements with their college or university.

**Most Recent Employment or Internship Information**

Organization \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Most Recent Volunteer History**

Organization \_\_\_\_\_ Position \_\_\_\_\_

Supervisor \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Duties \_\_\_\_\_

Dates of Service \_\_\_\_\_

**Recommendations (the second recommendation is only required for paid internship applicants):**

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please check if you have proficiency:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Computer skills  | <input type="checkbox"/> Working with children | <input type="checkbox"/> Public speaking  |
| <input type="checkbox"/> Creative ability | <input type="checkbox"/> Communication         | <input type="checkbox"/> Publicity        |
| <input type="checkbox"/> Library research | <input type="checkbox"/> Retail                | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Clerical skills  | <input type="checkbox"/> Writing or Editing    | <input type="checkbox"/> Other            |

**Other Relevant Skills:**

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**Availability:**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat

**Please read and sign below,**

By signing this application, I certify: That this application is complete and accurate to the best of my knowledge and that I have not made any attempt to conceal information and that falsification could be cause for dismissal. Further, The Eric Carle Museum of Picture Book Art, or its agents may request employment information from my previous employers and persons or corporations who provide information related to my previous employment and will be released from any liability or damage.

I also understand that if chosen as an intern for the museum, I am required to abide by all rules and regulations and codes of ethics and ethical guidelines of the ECMPBA, and must consent to a criminal background check. I realize that if I am selected as an intern, The Eric Carle Museum of Picture Book Art reserves the right to terminate my internship whenever the need arises.

**I consent to the release of information about my ability and fitness for this position by current/past employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the museum.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_