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):

<table>
<thead>
<tr>
<th>Unpaid:</th>
<th>Paid:</th>
</tr>
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<tbody>
<tr>
<td>Summer - April 1st</td>
<td>Summer - February 15th</td>
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<tr>
<td>Fall semester - August 1st</td>
<td></td>
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<tr>
<td>J-Term - November 10th</td>
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<tr>
<td>Spring semester - November 10th</td>
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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

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

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

Name _________________________ Email __________________________ Phone __________________
Name _________________________ Email __________________________ Phone __________________

Please check if you have proficiency:

☐ Computer skills ☐ Working with children ☐ Public speaking
☐ Creative ability ☐ Communication ☐ Publicity
☐ Library research ☐ Retail ☐ Customer Service
☐ Clerical skills ☐ Writing or Editing ☐ Other

Other Relevant Skills:

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Availability:

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<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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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: ______________________