



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 1st

Fall semester - August 1st

J-Term - November 10th

Spring semester - November 10th

Paid:

Summer - February 15th

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:

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Art Studio (unpaid) | |
| <input type="checkbox"/> Art Studio (paid, summer only) | |
| <input type="checkbox"/> Collections & Exhibitions (unpaid) | <input type="checkbox"/> Summer |
| <input type="checkbox"/> Development & Marketing (unpaid) | <input type="checkbox"/> Fall |
| <input type="checkbox"/> Trinkett Clark (paid, summer only) | <input type="checkbox"/> J-Term |
| <input type="checkbox"/> Alix Zacharias – Leadership (paid, summer only) | <input type="checkbox"/> Spring |
| <input type="checkbox"/> 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 _____

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:

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: _____