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:                 Paid:
Summer - April 1st      Summer – March 1st
Fall semester - August 1st
J-Term - November 10th
Spring semester - November 10th

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 electronically to: HR@carlemuseum.org

Recommendations and transcripts may be emailed separately but all other application materials should be submitted together.
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 ____________________________________________________________________
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
- ☐ Creative ability
- ☐ Library research
- ☐ Clerical skills
- ☐ Working with children
- ☐ Communication
- ☐ Retail
- ☐ Writing or Editing
- ☐ Public speaking
- ☐ Publicity
- ☐ Customer Service
- ☐ Other
- ☐ Other Relevant Skills:
  ____________________________________________________________
  ____________________________________________________________
  ____________________________________________________________

Availability:

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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: ______________________