

INTERNSHIP

SAM

SEATTLE ASIAN ART MUSEUM

SEATTLE ART MUSEUM

OLYMPIC SCULPTURE PARK

PROGRAM DESCRIPTION

The Seattle Art Museum offers part-time internships during both the summer and academic year. The Museum seeks the following: B.A.- or M.A.-level students and recent graduates in Art/Art History, Museum Studies, Arts Administration, Arts Education and/or related fields for internships in: Communications, Curatorial, Education + Public Programs, Environmental Education Programs, Image Rights + Reproductions, and Libraries. Computer skills are essential and knowledge of a foreign language may be helpful.

The SAM internship program offers **unpaid** internships, for which students may be eligible to earn academic credit. Credit programs are managed through individual academic institutions.

The SAM internship program provides students with a wide range of opportunities and experiences. Internship experiences may include researching artists, exhibitions, and programs, conducting market research, or writing press releases. Interns may also engage in forums for developing workshops, tours, lectures, dialogues, symposia, curricula, performances and other interpretive public programs that cater to a variety of audiences.

ABOUT THE MUSEUM

The Seattle Art Museum provides a welcoming place for people to connect with art and to consider its relationship to their lives. SAM is one museum in three locations: Seattle Art Museum downtown, Seattle Asian Art Museum at Volunteer Park, and the Olympic Sculpture Park on the downtown waterfront. SAM collects, preserves and exhibits objects from across time and across cultures, exploring the dynamic connections between past and present.

PLEASE NOTE

- Seattle Art Museum does not provide travel, relocation or housing assistance for interns.
- Internship time commitments vary between minimum 8 hours per week to maximum 35 hours per week.

REQUIREMENTS

Candidates applying for internship must:

- Have completed at least one year of college
 - Be currently enrolled in a college/university
- or
- Have earned an undergraduate degree no more than three years prior to the start of the internship.

APPLICATION PROCEDURES

Students interested in an internship at the Seattle Art Museum should send the following materials **together in one package**:

- Internship application (attached)
- Two letters of recommendation (forms attached)
- Resume or curriculum vitae
- Personal letter explaining your reasons for applying to the Seattle Art Museum Internship program. Letter should include: what you hope to gain from the experience, what you feel you can contribute to the department in which you are applying, and how this kind of experience might help enhance your education and career plans. Please indicate the department to which you are applying and state the reasons for your choice.

SUBMIT COMPLETED APPLICATIONS TO:

Manager of Volunteer Programs

Seattle Art Museum

1300 First Avenue

Seattle WA 98101-2003

volunteer@seattleartmuseum.org

fax: 206.654.3135

APPLICATION DEADLINES

Fall Quarter:	August 1
Winter Quarter:	November 1
Spring Quarter:	February 1
Summer Quarter:	April 15

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APPLICANT INFORMATION

Last Name First Name

Mailing Address City State ZIP

Telephone (home) Other Phone (mobile or work) E-Mail

College/University Location

Major Minor

Date of Graduation

Emergency Contact Name Relationship Telephone

How did you learn about the internship program? (Please check)

- SAM Website
- College/University Posting
- Word of Mouth
- Internship Program Alumni
- Other (please specify) _____

Internship session(s) for which you are applying: (Please check)

- Fall
- Winter
- Spring
- Summer

I would like to intern in the following department: (Please indicate your 1st, 2nd, and 3rd choice.)

_____ Communications

_____ Curatorial

_____ Education + Public Programs

_____ Environmental Education Programs

_____ Image Rights + Reproductions

_____ Libraries

_____ Other (please specify) _____

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APPLICATION

LETTER OF RECOMMENDATION FORM

APPLICATION DEADLINES

Fall Quarter:	August 1
Winter Quarter:	November 1
Spring Quarter:	February 1
Summer Quarter:	April 15

The following contact information is required on this form. Recommendations received after the deadline will not be considered.

Applicant's Name

REFERENCE #1 CONTACT INFORMATION

_____ First Name	_____ Last Name		
_____ Title	_____ Organization/Affiliation		
_____ Mailing Address	_____ City	_____ State	_____ ZIP
_____ Telephone	_____ E-Mail		
_____ Relationship to Applicant			

The recommendation should include the following information:

- the length of time and in what capacity you have known the applicant
- commentary on the applicant's professional development
- an assessment of the applicant's ability including: strengths, weaknesses and seriousness of purpose
- how acceptance to this program will benefit the applicant

Please feel free to attach additional paper or write the recommendation on letterhead.

Signature

Date

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APPLICATION

LETTER OF RECOMMENDATION FORM

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The following contact information is required on this form. Recommendations received after the deadline will not be considered.

Applicant's Name

REFERENCE #2 CONTACT INFORMATION

_____ First Name	_____ Last Name		
_____ Title	_____ Organization/Affiliation		
_____ Mailing Address	_____ City	_____ State	_____ ZIP
_____ Telephone	_____ E-Mail		
_____ Relationship to Applicant			

The recommendation should include the following information:

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Signature

Date