

Institute of Contemporary Art
INTERNSHIP APPLICATION

Date _____

Summer _____ Fall _____ Spring _____

Contact Information

Name _____

Permanent Address _____ City _____ State _____ Zip _____

Telephone (Home) _____ (School/Cellular) _____

E-Mail Address _____

Emergency contact _____ Telephone _____

Education

College/University _____

Address _____ City _____ State _____ Zip _____

College __1__2__3__4 Date of Graduation Major Degree

Graduate __1__2__3__4 Date of Graduation Major Degree

Please list internship requirements, including hours, credit to be received and expected length of the internship.

Please list any courses, skills, special training or interests you have that would be relevant to your experience as an ICA intern. (For example, Sales, foreign language, photography, computer, calligraphy, musical or artistic, art history, etc.)
Ans. _____

Please list relevant work and volunteer experience.

Company	Position/Duties	Supervisor's Name	Dates

Please indicate your area(s) of interest. (If helpful, refer to the attached description list.) Please indicate 1st and 2nd preference.

Marketing/Public Relations_____ Administration_____ Curatorial/Registrar_____

Development/Fundraising/Special Events_____ Education_____

When are you available? (Please keep in mind that interns must work a minimum of three full days a week.)

Check all that apply. **Monday Tuesday Wednesday Thursday Friday Saturday**

References

Please list two references from past/present employers. Include their title and phone number. Must be a Supervisor.

1. _____
2. _____

Essay

On a separate sheet of paper, describe why you would like to participate in ICA's internship program. Include career goals, your interest in ICA and what skills you have to contribute.

Recommendation Letter

Include a recommendation letter from past or present professors.

All qualified applicants will be notified to interview in person or by phone.

Please send your application, resume, essay and recommendation letter to:

Denise Berry
 Special Events and Sales Coordinator
 Institute of Contemporary Art
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 Philadelphia, PA 19104
 215.898.5050 – Fax Number
 Please e-mail dyberry@pobox.upenn.edu