

Frequently Asked Questions

General Information

Q: What kind of internships do you offer?

A: We offer a variety of internships with our many departments. While many of our interns come from art history backgrounds, we also offer internships in fields ranging from business and finance to marketing and web design. Since the Internship Program accepts candidates from a variety of academic backgrounds, we take into account each applicant's strengths, interests and experience in his or her preferred department(s). For a complete list of our departments, including descriptions of each, please visit our website at www.guggenheim.org/internships.

Q: Can I receive academic credit for my participation in the Internship Program?

A: Yes, many of our interns receive academic credit for their work at the museum. Interns may arrange for credit with their academic institution, and the museum will provide whatever documentation is necessary.

Q: Are only current students eligible for internships?

A: Our applicants may be students of junior level or above, graduates, post graduates and mature professionals pursuing a career or professional development in the arts. Rising juniors are also eligible to apply for the summer cycle prior to the start of their junior year.

Q: Are internships paid?

A: The Hilla von Rebay Foundation offers funding for up to thirteen summer interns who are currently enrolled graduate students or recent graduates of a graduate-level program. Stipends are \$1,000 for full-time, nine-week summer internships. Candidates will be eligible for stipend following successful admittance to the Internship Program. Please visit our website for more information on how to apply.

Q: How long do internships last?

A: Our yearly internship calendar is divided into three cycles (fall, spring and summer semesters) and can range in duration from three months to a full Academic year, depending on departmental needs and availability. We require fall and spring semester interns work at least 16 hours per week, plus one half-day seminar per week. Summer interns are required to work four days per week, plus one half-day seminar per week.

Q: May I complete an internship during my spring and winter breaks?

A: No, interns are only accepted for fall, spring, summer, and academic-year cycles. All interns must commit to a minimum of three months.

Q: Does the Solomon R. Guggenheim Museum offer internships in the legal department?

A: Yes, the museum's legal department offers internship to candidates who are currently or recently enrolled in Law School programs. Applications are accepted on a rolling

basis, to apply, please send a cover letter and resume/CV to Education Associate, Jennifer Yee (jyee@guggenheim.org) as soon as you know you are interested. Please indicate which internship cycle you wish to apply for in your cover letter.

Q: Will the museum help me with housing arrangements if I am accepted into the Internship Program?

A: The Solomon R. Guggenheim Museum does not provide housing for interns. We do offer many resources which have been successful for past interns, and try to share as many viable housing options as possible. Details concerning housing can be discussed with the Internship Associate once you have been accepted into the program.

Application Form & Submission

Q: What should my application consist of?

A: Please prepare the following materials for your application packet:

- Cover Letter
- Resume/Curriculum Vitae
- Guggenheim Application Form (available on website)
- List of relevant coursework
- 2 letters of recommendation
- Writing sample (3-5 pages)

Q: How should I submit my application?

A: Send your application by postal MAIL to the following address:

Solomon R. Guggenheim Museum – Internship Program
1071 Fifth Avenue, New York NY 10128-0173

Please provide two copies of your cover letter, resume, application form and writing sample, alongside two different references/recommendation letters to support your application (it is not required that these be sent in duplicate). Also, please do NOT use paperclips, files, folders or staples in your applications.

Q: How long should my writing sample be?

A: Your writing sample should not exceed 3-5 pages and should demonstrate both your research and composition skills. This may either be a full text or excerpts from a longer work.

Q: If I am applying for an Architecture Internship, may I submit a design portfolio in place of a writing sample?

A: For our Exhibition Design Department and Abu Dhabi Project Architecture placements, we do not require you submit a writing sample. Similarly, design portfolios are accepted but not required.

Q: Are academic transcripts necessary to supplement my application?

A: No, we do not require transcripts for internship applications. You may send them if you wish in place of a list of relevant coursework, but they are not required.

Q: How should I submit my references?

A: Please submit your references in the same envelope as your mailed application documents. Make sure your referees insert your name clearly on the document.

If your referees are submitting your references independently, please ensure they send them within the deadlines, directly by mail to the following address:

Solomon R. Guggenheim Museum – Internship Program
1071 Fifth Avenue, New York NY 10128-0173

Q: May I submit my application prior to the deadline?

A: Yes, feel free to send in your application a reasonable amount of time before the deadline. However, please note that no applications will be reviewed until the official deadline has passed and we much prefer to receive applications on or around the deadline rather than weeks or months in advance.

Q: Is the application deadline the date by which my application should be received or postmarked?

A: The deadline is the date by which your application must be postmarked. We consider any applications that have been postmarked by the deadline date, even though they may reach us after that date.

International Candidates

Q: May international students apply for internships at the Solomon R. Guggenheim Museum?

A: Yes, international students are welcomed and encouraged to apply. If you are accepted into the Internship Program, the museum is able to sponsor you with a J-1 visa for a maximum of three months. You will be responsible for a service fee of approximately \$180.00 at your first U.S. Embassy interview, with all other costs met by the museum.

International applicants may consider purchasing their own J-1 visa from a host organization if interning in the United States for longer than three months. For example, international candidates may apply to our Academic-year program, but must provide their own J-1 visa for the full six month period.

Interview and Selection Process

Q: If my application does not meet the deadline, is it possible to reapply?

A: Yes, we encourage applicants to reapply for future cycles. Many of the projects interns work on change regularly, so it is possible that a declined applicant would be well-suited for a project in the next cycle. Once a decision has been made, the museum is able to hold on to an application for the next cycle period only if an applicant requests us to upon

receipt of our deadline notice. Otherwise, we ask that you resend all application materials for future attempts.

Q: Will there be an interview?

A: Yes, selected candidates will be interviewed for an internship. These interviews will be set up by the Internship Associate, who will email applicants this may apply to.

Q: What if I cannot be in New York at the time the interview is requested?

A: As many of our internship candidates come from other states and countries, we do not require in-person interviews. If a supervisor would like to interview an applicant, interviews will be arranged via email. Interviews may be conducted over the phone, skype, or in-person. It is imperative that you provide completely accurate contact information in your application.

Q: May I defer an acceptance for a future cycle?

A: No, you may not defer acceptances. Successful applicants who find it necessary to decline the museum's offer are welcome to reapply in the future.

Q: What if my academic schedule interferes with the start or end dates of the summer internship program?

A: The museum is conscious of the academic commitments of accepted applicants, and can accommodate alternative start and end dates of our summer cycle with regards to school schedules. Once an applicant has been accepted, these details may be discussed with both direct supervisors and the Internship Associate.

Q: How will I know if my application has been received?

A: Due to the large volume of applications, we are not able to confirm the receipt of individual internship applications.

Q: Will the Solomon R. Guggenheim contact me if I have not been admitted into the Internship Program?

A: No, we only contact applicants we wish to interview. Successful candidates will be notified at least four weeks prior to the start of the internship cycle.