

**BASIC INFORMATION (ALL FIELDS ARE REQUIRED)**

NAME .....

PERMANENT ADDRESS .....

.....

CURRENT MAILING ADDRESS .....

.....

E-MAIL .....

PHONE .....

DO YOU REQUIRE VISA SPONSORSHIP? .....

**EDUCATION**

COLLEGE/UNIVERSITY .....

MAJOR .....

MINOR .....

G.P.A. OR EQUIVALENT .....

DATES OF ATTENDANCE .....

GRADUATE SCHOOL .....

COURSE/MAJOR .....

THESIS TOPIC .....

DATES OF ATTENDANCE .....

## INTERNSHIP PREFERENCES

In which cycle do you want to start?

- SPRING (JANUARY 15–APRIL 15)    FALL (SEPTEMBER 15–DECEMBER 15)  
 SUMMER (MAY 15–AUGUST 15)    ACADEMIC YEAR (SEPTEMBER 15–APRIL 15)

\*Start/end dates slightly negotiable.

Please check the duration for which you are applying:

- 3 MONTHS    6 MONTHS    ACADEMIC YEAR

Please number, in order of preference, up to three positions in which you are interested.

A list of department descriptions is available at [guggenheim.org/internships](http://guggenheim.org/internships).

- |   |   |
|---|---|
| <input type="checkbox"/> ABU DHABI PROJECT, ARCHITECTURE<br>AND EXHIBITION DESIGN   | <input type="checkbox"/> EXHIBITION MANAGEMENT      |
| <input type="checkbox"/> ABU DHABI PROJECT, CURATORIAL  | <input type="checkbox"/> EXTERNAL AFFAIRS           |
| <input type="checkbox"/> ART SERVICES PREPARATION   | <input type="checkbox"/> FINANCE                    |
| <input type="checkbox"/> BUSINESS LICENSING   | <input type="checkbox"/> GRAPHIC DESIGN             |
| <input type="checkbox"/> CONSERVATION   | <input type="checkbox"/> HUMAN RESOURCES            |
| <input type="checkbox"/> CURATORIAL   | <input type="checkbox"/> INFORMATION TECHNOLOGY     |
| <input type="checkbox"/> CURATORIAL, ASIAN ART  | <input type="checkbox"/> LEGAL                      |
| <input type="checkbox"/> DEVELOPMENT (CORPORATE, INDIVIDUAL,<br>INSTITUTIONAL, MEMBERSHIP, OPERATIONS,<br>SPECIAL EVENTS) | <input type="checkbox"/> LIBRARY AND ARCHIVES       |
| <input type="checkbox"/> DIRECTOR'S OFFICE  | <input type="checkbox"/> MARKETING                  |
| <input type="checkbox"/> EDUCATION (ADULT INTERPRETIVE PROGRAMS,<br>PUBLIC PROGRAMS, SCHOOL AND FAMILY<br>PROGRAMS)       | <input type="checkbox"/> MEDIA AND PUBLIC RELATIONS |
| <input type="checkbox"/> EXHIBITION DESIGN  | <input type="checkbox"/> PHOTOGRAPHY                |
|   | <input type="checkbox"/> PUBLICATIONS               |
|   | <input type="checkbox"/> REGISTRATION               |
|   | <input type="checkbox"/> RETAIL                     |
|   | <input type="checkbox"/> VISITOR SERVICES           |
|   | <input type="checkbox"/> WEB SITE                   |

## ADDITIONAL MATERIALS

### 1. COVER LETTER

Please explain your interest in the Solomon R. Guggenheim Museum, the Internship Program, and the departments you have ranked above. Briefly state your goals and objectives in obtaining this internship and how this experience may inform your career plans or interests.

### 2. RESUME

Please include internship and work experiences, a list of relevant academic courses, and computer and language skills.

### 3. TWO LETTERS OF RECOMMENDATION

Please provide two academic or professional references, either included in your application packet or mailed to us separately. If mailed separately, please include the names and contact information of these references in your application.

### 4. WRITING SAMPLE

Please include a three- to five-page writing sample demonstrating your writing ability. An excerpt from a recent academic paper is acceptable.

## MAILING INSTRUCTIONS

All materials should be sent in duplicate (excluding the references). Please do not use paper clips, staples, or folders.

Mail your application to:

SOLOMON R. GUGGENHEIM MUSEUM—INTERNSHIP PROGRAM  
1071 FIFTH AVENUE, NEW YORK, NY 10128-0173

**QUESTIONS?** Please e-mail [internships@guggenheim.org](mailto:internships@guggenheim.org). Visit [guggenheim.org/internships](http://guggenheim.org/internships) to learn more about the Internship Program's Museum Culture Seminar component and view a full list of departmental descriptions.