

**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 .....

GPA OR EQUIVALENT .....

DATES OF ATTENDANCE .....

GRADUATE SCHOOL .....

COURSE/MAJOR .....

THESIS TOPIC .....

DATES OF ATTENDANCE .....

## INTERNSHIP PREFERENCES

Which cycle do you want to start in?

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

Please check the duration you are applying for:

- 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 [www.guggenheim.org/internships](http://www.guggenheim.org/internships).

- |   |   |
|---|---|
| <input type="checkbox"/> ABU DHABI–CURATORIAL   | <input type="checkbox"/> HUMAN RESOURCES                              |
| <input type="checkbox"/> ARCHIVES AND LIBRARY MANAGEMENT  | <input type="checkbox"/> INFORMATION TECHNOLOGY                       |
| <input type="checkbox"/> ART SERVICES AND PREPARATION   | <input type="checkbox"/> LEGAL  |
| <input type="checkbox"/> ASIAN ART–CURATORIAL   | <input type="checkbox"/> MAJOR GIFTS–DEVELOPMENT                      |
| <input type="checkbox"/> BUSINESS LICENSING   | <input type="checkbox"/> MARKETING                                    |
| <input type="checkbox"/> CONSERVATION   | <input type="checkbox"/> MEDIA AND PUBLIC RELATIONS                   |
| <input type="checkbox"/> CURATORIAL   | <input type="checkbox"/> MEMBERSHIP                                   |
| <input type="checkbox"/> DEVELOPMENT  | <input type="checkbox"/> OFFICE SERVICES AND<br>FACILITIES MANAGEMENT |
| <input type="checkbox"/> DIRECTOR'S OFFICE  | <input type="checkbox"/> PHOTOGRAPHY                                  |
| <input type="checkbox"/> EDUCATION (ADULT INTERPRETIVE PROGRAMS,<br>SCHOOL PROGRAMS, NEW MEDIA) | <input type="checkbox"/> PUBLICATIONS                                 |
| <input type="checkbox"/> EXHIBITION DESIGN  | <input type="checkbox"/> REGISTRAR                                    |
| <input type="checkbox"/> EXHIBITION MANAGEMENT  | <input type="checkbox"/> VISITOR SERVICES                             |
| <input type="checkbox"/> EXTERNAL AFFAIRS   | <input type="checkbox"/> WEB PRODUCTION                               |
| <input type="checkbox"/> GRAPHIC DESIGN   |   |

## ADDITIONAL MATERIALS

### 1. COVER LETTER

Please explain your interest in the Solomon R. Guggenheim Museum, the internship program, and the departments you 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, relevant academic courses, and computer and language skills.

### 3. TWO REFERENCES

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 three to five pages demonstrating your writing ability, e.g. an excerpt from a recent academic paper.

## 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 [www.guggenheim.org/internships](http://www.guggenheim.org/internships) to learn more about the internship program's Museum Culture Seminar component and view a full list of departmental descriptions.