

Frequently Asked Questions

Application Form & Submission

Q. How long should my writing sample be?

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

Q. Are transcripts necessary to supplement my applications?

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 application?

A. Please send your application by MAIL to the following address:

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

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

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Q. How should I submit my references?

A. Please submit your references in the same envelope as your mailed application documents (i.e. with your cover letter, application form, resumé and writing sample.) Please 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:

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

Q. Are transcripts necessary to supplement my applications?

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. 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 your application on or around the deadline rather than weeks or months in advance.

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

A. The deadline is the date 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 Internships

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 Solomon R. Guggenheim Museum will sponsor you with a J-1 visa. The museum sponsors international interns for a maximum of three months on its own internally-generated visas. You

will be responsible for a service fee of approximately \$100.00 at your 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 considering interning in the United States for more 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 6 month period.

For more information on visas, please visit http://travel.state.gov/visa/visa_1750.html

Q. How can I apply for internships at the Guggenheim Museum Bilbao or Peggy Guggenheim Museum in Venice?

A. For information about Bilbao Internships, please contact:
Education Officer, Garbine Urrutikoetxea
Email: gurutikoetxea@guggenheim-bilbao.es

For information about Peggy Guggenheim Internships in Venice, please contact:
Education Officer, Elena Minarelli
Email: eminarelli@guggenheim-venice.it
Phone: +39(0)412405401

Q. Are internships at the Solomon R. Guggenheim Museum paid?

A. The majority of internships at the Solomon R. Guggenheim Museum are not paid positions. The only stipends available are during the summer cycle. These are either for Hilla von Rebay Graduate interns, \$1000 stipend for currently enrolled graduate students, or for Diversity in the Museum Profession, a \$2500 stipend for a diverse candidate who has shown a commitment to the museum profession. More information can be found on the internship website. Candidates should mention their wish to be considered for a stipend in their application. Recipients of stipends will be chosen after summer interns have been finalized and accepted. Though all other internships are unpaid, academic credit through an intern's college or university can often be arranged.

Interview & Selection

Q. If my application is declined for one cycle, 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 will typically hold on to an application for the next cycle period only if an applicant requests us to upon receipt of our decline notice. Otherwise, we ask that you resend all application materials for future attempts.

Q. Are only current students eligible for the internship program at the Solomon R. Guggenheim Museum?

A. No, the internship program welcomes a wide variety of applicants. Our applicants may be students of junior level or above, graduates, post graduates and mature professionals pursuing a career or pursuing professional development in the arts.

Q. Are interviews conducted for possible candidates?

A. Yes, selected candidates will be interviewed for an internship. These interviews will be set up by the Internship Coordinator, who will email any applicants who 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 applicants are either international, students away at school, or simply traveling, we do not require in-person interviews. If a supervisor would like to interview a candidate, interviews are arranged via email. Interviews may be conducted either over the phone or in-person. It is imperative that you provide completely accurate contact information in your application.

Q. How many interns are accepted?

A. Though it depends on the current projects at the museum, the internship program typically accepts 40 interns per cycle.

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

A. No, you may not defer acceptances. Accepted applicants who find it necessary to decline the museum's offer are welcome to apply 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 accepted applicants have, and so the start and end dates of our summer cycle are flexible with regards to school schedules. Once an applicant is accepted, these details may be discussed with both direct supervisors and the internship coordinator.

General

Q. Can I receive academic credit for my participation in the Solomon R. Guggenheim Museum 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 necessary.

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

A. Yes, there are internships available in the legal department at the museum. These are very competitive, and we suggest you contact us as soon as you know you are interested (the only case in which we welcome pre-emptive application well in advance of deadlines). Please refer to our department descriptions for further information on the responsibilities and projects of the legal department and its interns.

Q. What arrangements are made for housing 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 and share as many viable housing options as possible. Details concerning housing can be discussed with the Internship Coordinator once you have been accepted into the program.

Q. May I complete an internship during my spring or 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.