



SEATTLE ART MUSEUM  
ASIAN ART MUSEUM  
OLYMPIC SCULPTURE PARK

## Internship Guidelines and Application

### PROGRAM DESCRIPTION

The Seattle Art Museum offers part-time internships during both the summer and academic year. The Museum seeks current students and recent graduates. Knowledge of a foreign language may be helpful.

SAM's internship program offers **unpaid** internships, unless the internship title specifies that it is a paid internship. Students may be eligible to earn academic credit. Credit is managed through individual academic institutions, and students are required to coordinate all details of receiving credit.

SAM's internship program provides students with a wide range of opportunities and experiences. Internship experiences may include researching artists, exhibitions, and programs, conducting market research, or writing press releases. Interns may also engage in forums for developing workshops, tours, lectures, dialogues, symposia, curricula, performances and other interpretive public programs that cater to a variety of audiences.

### ABOUT THE MUSEUM

The Seattle Art Museum provides a welcoming place for people to connect with art and to consider its relationship to their lives. SAM is one museum in three locations: the Seattle Art Museum is located in downtown Seattle, the Asian Art Museum is located in Volunteer Park, and the Olympic Sculpture Park is located on the Seattle waterfront. SAM collects, preserves and exhibits objects from across time and across cultures, exploring the dynamic connections between past and present.

### PLEASE NOTE

- SAM does not provide travel, relocation or housing assistance for interns.
- Internship time commitments vary between minimum 8 hours per week to maximum 35 hours per week. Selected interns will coordinate their schedule with their intern mentor. Refer to the individual position descriptions for more details.

### APPLICATION PROCEDURES

Some SAM internships have alternate requirements or require additional application materials. Please refer to the details on specific internship position descriptions about who can apply and what should be included in the application.

Students interested in an internship at SAM should send the following materials **together in one package or PDF**:

- ❑ Internship application (form attached)
- ❑ Resume
- ❑ Personal letter explaining your reasons for applying to the Seattle Art Museum Internship program. Letter should include: what you feel you can contribute to the department in which you are applying, what you hope to gain from the experience and how this kind of experience might help enhance your education and career plans. Please indicate the internship(s) to which you are applying and state the reasons for your choice.
- ❑ Two letters of recommendation (forms attached). Letters of recommendation may be submitted by the writer, separately from the other application materials.
- ❑ Other materials as specified on the internship position description.

### SUBMIT COMPLETED APPLICATIONS BY MAIL OR EMAIL:

Volunteer Department  
Seattle Art Museum  
1300 First Avenue  
Seattle WA 98101-2003

OR

[volunteer@seattleartmuseum.org](mailto:volunteer@seattleartmuseum.org)

Do not hand deliver applications.

### APPLICATION DEADLINES

<b>Fall Quarter:</b>	<b>August 1</b>
<b>Winter Quarter:</b>	<b>November 1</b>
<b>Spring Quarter:</b>	<b>February 1</b>
<b>Summer Quarter:</b>	<b>April 1</b>



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# FALL 2017 INTERNSHIP APPLICATION FORM

**APPLICATION DEADLINE**  
 August 1, 2017

## APPLICANT INFORMATION

Last Name		First Name	
Mailing Address		City	State ZIP
Telephone		E-Mail	
College/University		Location	
Major		Minor	
Date of Graduation			
Emergency Contact Name		Relationship	Telephone

**How did you learn about the internship program?** (Please check)

- SAM Website
- College/University Posting
- Word of Mouth
- Internship Program Alumni
- Other (please specify) \_\_\_\_\_

I am applying for the following internship(s): (Please indicate your choices as 1<sup>st</sup> and 2<sup>nd</sup> if you are applying for more than one position).

**Unpaid Internship Opportunities:**

- |   |  |
|---|--|
| _____ Communications Intern                     | _____ Graphic Design Intern                                      |
| _____ Corporate Relations Intern                | _____ Public Programs Intern                                     |
| _____ Digital Collections Intern                | _____ School and Educator Intern                                 |
| _____ Facilities Intern                         | _____ Teen Programs Intern                                       |
| _____ Family Programs + Education Center Intern | _____ Winter Art + Environment Intern<br>(Oct 2017 – March 2018) |



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## LETTER OF RECOMMENDATION FORM

### APPLICATION DEADLINES

Fall Quarter:	August 1
Winter Quarter:	November 1
Spring Quarter:	February 1
Summer Quarter:	April 1

The following contact information is required on this form. Recommendations received after the deadline will not be considered.

\_\_\_\_\_  
 Applicant's Name

### REFERENCE #1 CONTACT INFORMATION

_____ First Name	_____ Last Name		
_____ Title	_____ Organization/Affiliation		
_____ Mailing Address	_____ City	_____ State	_____ ZIP
_____ Telephone	_____ E-Mail		
_____ Relationship to Applicant			

### The recommendation should include the following information:

- the length of time and in what capacity you have known the applicant
- commentary on the applicant's professional development
- an assessment of the applicant's ability including: strengths, weaknesses and seriousness of purpose
- how acceptance to this program will benefit the applicant

Please feel free to attach additional paper or write the recommendation on letterhead.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



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\_\_\_\_\_  
 Applicant's Name

### REFERENCE #2 CONTACT INFORMATION

First Name	Last Name		
Title	Organization/Affiliation		
Mailing Address	City	State	ZIP
Telephone	E-Mail		
Relationship to Applicant			

**The recommendation should include the following information:**

- the length of time and in what capacity you have known the applicant
- commentary on the applicant's professional development
- an assessment of the applicant's ability including: strengths, weaknesses and seriousness of purpose
- how acceptance to this program will benefit the applicant

**Please feel free to attach additional paper or write the recommendation on letterhead.**

\_\_\_\_\_  
 Signature Date