

HIGH SCHOOL INTERNSHIP APPLICATION 2008

APPLICATION DEADLINES

Fall Semester: August 13
Spring Semester: January 9
Summer Semester: April 23

SUBMIT COMPLETED APPLICATIONS

TO:

Rebecca Matalon, Internship Coordinator
The Studio Museum in Harlem
144 West 125th Street
New York, New York 10027

ABOUT THE INTERNSHIP

The Studio Museum offers unpaid ten-week internships to high school students in New York City. This professional development program for teens introduces youth to museums, the arts, and a professional environment. Students are teamed with staff members in Education and Public Programs and Finance Departments according to their interests and skills. Students can earn community service or other high school credits through their schools!

YOUTH PROGRAMS

Throughout the year, high school interns will have the opportunity to assume a lead role in the development of the Studio Museum's youth programs. Students will participate as members of our Teen Advisory Group, research and develop youth audiences, and assist in the implementation of youth and family programs.

IN ADDITION, HIGH SCHOOL INTERNS WILL BE TRAINED TO:

- Conduct research on artists and organizations.

- Assist educators during family and youth programs.
- Handle administrative duties
- Complete a final project that connects the students' individual interests with their Museum experience

REQUIREMENTS

Students interested in participating in the Studio Museum's internship program must:

- Be available to work a minimum of two afternoons per week.
- Be enrolled in or (for the Summer term) have recently graduated from high school or a GED program.
- Attend an interview at the Studio Museum.
- Be in good academic standing, and maintain their grades throughout the internship program
- Be open to new experiences and ready to learn.
- Participants may be asked to work on Saturday afternoons in addition to, or in lieu of weekdays.

Students interested in an internship at the Studio Museum must:

- Fill out the attached application
- Complete a personal statement explaining reasons for applying to The Studio Museum in Harlem High School Internship program.
- Submit one letter of recommendation by the application deadline.

**HIGH SCHOOL
INTERNSHIP APPLICANT INFORMATION**

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Last Name		First Name	
Mailing Address	City	State	Zip
Telephone (home)	Other Phone	Email	
High School	Address		
Guidance Councilor's Name	Phone Number		
Parent/Guardian Name	Phone Number		
Parent/Guardian Signature	Date		

Internship Session for which you are applying: (please check)

- Fall
- Spring
- Summer

PERSONAL STATEMENT

Please write a brief personal statement explaining your reasons for applying to The Studio Museum in Harlem Internship program, and what you hope to gain from the experience. Please also discuss other extra curricular activities you are currently involved in, as well as your future career or educational goals. **PLEASE ATTACH ADDITIONAL PAPER AS NECESSARY.**

**HIGH SCHOOL INTERNSHIP APPLICATION
LETTER OF RECCOMENDATION FORM**

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

Applicant's Name

REFERENCE CONTACT INFORMATION

First Last

Title Organization/Affiliation

Mailing Address City State Zip

Telephone (home) 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