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## ARTS Intern Application Guidelines

Positions are open until filled. Applicants are encouraged to apply early. We accept applicants from all areas of undergraduate study; you do not need to major in art or art history.

### Are you Eligible?

You must answer yes to all the questions below.

- Do you attend college in one of the four participating cities, or are you a resident of one of these cities?\*
- Are you enrolled full time in college?
- Are you pursuing an undergraduate degree?
- Are you entering junior or senior year in the fall of 2017?
- Does your Student Aid Report (SAR) indicate an Expected Family Contribution (EFC) of less than \$5,000?

Can you legally work in the United States without sponsorship?

### Application Requirements

1. **Cover letter**
2. **Resume**
3. **Financial Aid Qualification** Please submit copy of Student Aid Report (SAR). It must indicate an Expected Family Contribution (EFC) of less than \$5,000
4. **Transcript:** Unofficial transcripts are acceptable in PDF form
5. **Reference:** Include phone number and e-mail address

### How to Submit

E-mail your complete application with the subject line 'Arts Intern' to the contact person in the position listing. Your application goes directly to the participating institutions.

#### \* Clarification of the Residency Requirement

Applicants must either –

- attend college in the participating city (for example if you attend New York University and are from Los Angeles, you can apply to the New York program),  
or
- be a resident of the participating city (for example if you live in Philadelphia and attend UCLA, you can apply to the Philadelphia program).

**Your residency credentials must apply to the city for which you are applying.**

**(Please continue to the next page for the internship position description)**



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## ARTS Intern Position Description

### Programming Intern

The Programming Intern will work directly with the museum's Program Manager to produce the second season of Summer Nights – a series of engaging, educational DIY workshops and parties developed to highlight the borough's cultural resources.

These summer events provide the community with educational and social activities related to science, art, and history. The museum will be bringing back hits from last year including the Silent Movie/Live Soundtrack feature, in which local bands provide the score for screenings of Staten Islanders' films. In addition to planning this event, the Programming Intern will also assist with launching Sensory Cinema, a unique 4-D cinematic experience that engages all five senses.

Projects include:

- Planning museum events (including an island-wide scavenger hunt)
- Assisting with production, from event concept to event breakdown
- Research and analysis regarding surveys
- Processing paperwork for marketing and event production
- Assisting with on-site events

### Qualifications

The Programming Intern is organized, self-motivated, and has strong writing and communication skills. The successful candidate has excellent customer service skills. S/he is proficient in Microsoft Office. The intern must be available to work the Summer Nights program each Thursday during the program.

### Application

To apply for this position, send all required information listed under "How to Apply" to Rylee Eterginoso, Program Manager, at [reterginoso@statenislandmuseum.org](mailto:reterginoso@statenislandmuseum.org) with "Arts Intern" in the subject line.