

# QuincyArtCenter

## Internship Application Form

To be considered, candidates must complete the following form and include the listed attachments. Applications must be submitted to the Quincy Art Center, 1515 Jersey St., Quincy, IL 62301.

Name: \_\_\_\_\_

College/University: \_\_\_\_\_

Major (and Minor): \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone and e-mail: \_\_\_\_\_

Emergency contact (name, phone #): \_\_\_\_\_

I am interested in:

Education/Exhibit Intern

Communication Intern

How many hours does your internship require? \_\_\_\_\_

What days and times are you available Monday – Saturday? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Include:

- Letter of Interest
- Resume
- Examples of work. Communication Intern applicants should send writing examples of press releases and social media posts. Studio/Education/Exhibit interns should send examples of one or more of the following if it pertains to their degree: images of artwork, artist statement, or lesson plans.
- Attach a copy of your school's internship requirements.

Please provide two non-family, non-friend references: for example, your art professor, mentor, or employer/s.

References:

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long have they known you? \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ How long have they known you? \_\_\_\_\_

**Art Professor, Advisor or Chair Approval:** Please write any additional comments on the back of this form or on a separate page. I recommend this student for an Internship at the Quincy Art Center.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

The policy and intent of the Quincy Art Center is to provide equal opportunity for all persons regardless of race, color, religion, national origin, marital status, political orientation, affectional orientation or gender identity status with regard to public assistance, disability, sex, or age.