

At the Jacob Burns Film Center and Media Arts Lab, interns work closely with our administrative staff and educators, gaining exposure to the daily operations of a nonprofit cultural arts institution and media education center. The tasks that an intern may perform are varied and will depend on the person's particular skills and commitment level – a minimum of six hours per week and 30 hours for the duration of the internship is required.

We are happy to work with your school's requirements to create an internship that will earn you credit. Please be specific about what your school requires in the cover note of your application so that we may do our best to accommodate your needs.

An internship is an opportunity to learn more about the workplace and a potential career, but also to make a contribution to an organization that inspires you.

INTERNSHIP APPLICATION

PERSONAL INFORMATION

Name: _____

Address: _____

Cell Phone Number: _____ Home Phone Number: _____

Email Address: _____

Availability: Internship Period/Days of the week/Hours _____

EDUCATION

School: _____ Year/Grade: _____

Degree/Course of Study: _____

Do you seek an internship for credit? Yes No

If Yes, specify your school's time requirements: _____

EMPLOYMENT HISTORY

Please list your most recent and relevant employment experience:

Employer _____

Address: _____

Telephone Number: _____

Position Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Contact: _____

Employer _____

Address: _____

Telephone Number: _____

Position Held: _____

Dates of Employment: _____

Reason for Leaving: _____

Contact: _____

Reference Name: _____ **Relationship:** _____

Email: _____ Telephone #: _____

Reference Name: _____ **Relationship:** _____

Email: _____ Telephone #: _____

Please check programs/technology with which you are familiar and your level of skill (basic, intermediate, advanced):

- | | | |
|--|--|---|
| <input type="checkbox"/> PC _____ | <input type="checkbox"/> Mac _____ | <input type="checkbox"/> Microsoft Word _____ |
| <input type="checkbox"/> Excel _____ | <input type="checkbox"/> Outlook _____ | <input type="checkbox"/> PowerPoint _____ |
| <input type="checkbox"/> Photoshop _____ | <input type="checkbox"/> Final Cut Pro _____ | <input type="checkbox"/> DVD Studio Pro _____ |

List any related courses of study/additional skills/experience – including languages and levels of competence:

Return this application to the Intern Coordinator **with a one-page cover note that states what you hope to learn and what you hope to contribute during your internship, bearing in mind the nature of the internship as outlined on the website.** This is your chance to expand on any answers in the application and to tell us why you would be a great addition to our team.

Signature: _____ **Date:** _____