

## INTERNSHIP APPLICATION

### Applicant Information:

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

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

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Birthday (mm/dd/yy): \_\_\_\_\_

Emergency Contact (name, relationship and phone): \_\_\_\_\_

How did you learn about our Internship Program? \_\_\_\_\_

Are you pursuing this Internship for academic credit? \_\_\_\_\_

If yes, how many hours do you need and when is the deadline? \_\_\_\_\_

### Internship Interests:

Which Internship position are you applying for?

- Education
- Communications
- Visitor Services & Special Events
- Graphic Design
- Gala - Development

Please indicate time or day preferences for the Internship:

Mon	am	to	pm
<hr/>			
Tues	am	to	pm
<hr/>			
Wed	am	to	pm
<hr/>			
Thurs	am	to	pm
<hr/>			
Fri	am	to	pm
<hr/>			
Sat	am	to	pm
<hr/>			

**Background Information:**

Please list your education experience:

Name of Educational Institution	Description of Program
_____	_____
_____	_____
_____	_____

Please list your volunteer and/or paid work experience:

Name of Organization	Description of Experience
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Personal Information:**

Please include the following with the application:

1. Resume or C.V.
2. Letter of interest (up to 500 words describing why you want to be an Intern at UMOCA, what skills you bring to the internship, and what you hope to gain from the experience).
3. Contact information for three professional references.

These are recommended but not required:

4. At least one letter of recommendation from a professional or educational reference.
5. Academic transcript- does not need to be an official copy.
6. Additional materials may be needed based on the internship for which you are applying.

If you will be receiving academic credit for your Internship, please attach the guidelines and/or requirements of your program.

**Applicant Signature/Initials:**

**By signing below, applicant acknowledges that this is an unpaid internship.**

Signature \_\_\_\_\_

**Please Return Completed Application to:**

Tara J. Olson, Visitor Experience Coordinator  
Utah Museum of Contemporary Art  
20 S. West Temple  
Salt Lake City, UT 84101  
Phone: 801-328-4201 ext.112 Fax: 801-322-4323  
[tara.olson@utahmoca.org](mailto:tara.olson@utahmoca.org)