

MASS MoCA Internship Spring 2018 Application

The application deadline is Wednesday, November 8, 2017, at 6pm. Late applications will NOT be considered.

Applicant's Name

Permanent Address

Temporary/School Address

Phone Number

Email Address

Application Materials:

Send application form, cover letter (specify which department to which you are applying), résumé, and two letters of reference via email to Meghan Labbee, Intern Program Director, email: internapplications@massmoca.org. All applications should be sent as .doc or .pdf attachments in an email, fax materials to 413.664.4519, or mail your information to: MASS MoCA c/o Meghan Labbee, Intern Program Director 1040 MASS MoCA Way, North Adams, MA 01247.

General Information:

Are you at least 18 years old? Yes _____ No _____

Are you legally authorized to work in the United States? Yes _____ No _____

(If hired, you will be required to furnish proof of identity and work authorization.)

Available for the entire duration of the internship: (1/15-5/29): Yes _____ No _____

Internship Departments:

Select the department you are interested in applying for the upcoming season. Driver's licenses are required for interns the following departments: Communications, Performing Arts Administration, Visual Arts/Curatorial & Visual Arts / Registrar. *Please mark your top 2 internship preferences:*

Performing Arts Production: _____

Digital Services: _____

Communications: _____

Development: _____

Performing Arts Administration: _____

Graphic Design: _____

References:

Applicants are required to submit two letters of recommendation. They can be sent with your application or sent from your reference directly. Please ask them to include contact information within their letters. Please list their contact information below.

Name

Title

Relationship to Applicant

Email Address

Phone Number

Name

Title

Relationship to Applicant

Email Address

Phone Number

How did you hear about us? Select all that apply.

MASS MoCA Website

College/University: _____

Word of Mouth

Other Website: _____

Visit to MASS MoCA

Social Networking Site: _____