



2018 SUMMER INTERNSHIP PROGRAM

Thank you for your interest in becoming an Intern at AVA Gallery and Art Center!

AVA is a dynamic, nonprofit arts organization, with thriving exhibition, education, and community arts programs; AVA interns can acquire diverse skills and experiences at AVA as they work towards careers in the arts.

Dates of Internship: Early June through mid-August. Specific end dates will be arranged with each intern.

Work Schedule: The timeframe fluctuates throughout the summer. A work schedule will be developed between each intern and the intern supervisor. Interns work approximately 20 hours per week. Some programs require evening responsibilities, while others have weekend tasks. All interns help with studio maintenance, gallery installation, and administrative tasks.

Qualifications: Interns are often undergraduate, graduate or recently graduated students from an art program looking to work in an artistic environment of like-minded peers. Friendliness, politeness and interpersonal communication skills are vital to working with AVA staff, students and workshop instructors.

Selection Process: AVA's Summer Internship application deadline is **April 21, 2018**. Interviews will be scheduled shortly after and final decisions will be made early May.

To apply, please email or mail the following information to AVA, c/o intern supervisor:

- **Cover letter, please include:**
 - Why would you like to be an intern at AVA Gallery and Art Center?
 - How would an internship at AVA contribute to your current or long-term educational goals?
 - What do you hope to accomplish personally through your internship at AVA?
- **Resume**
- **The names of two references. (Please use the attached recommendation form. Forms may be sent directly to AVA.)**



2018 AVA SUMMER INTERN RECOMMENDATION FORM

Applicant Name: _____

Reference Name: _____ Email /

Phone: _____

How long have you known the applicant?

Please describe the capacity in which you have known the applicant:

Please describe and comment upon the applicant's strengths:

Has the applicant worked as part of a team? If so, what were the applicant's contributions?

Please tell us about one special quality that distinguishes the applicant:

Signature: _____ Date: __/__/__

This form may be mailed or emailed to:

c/o Mila Pinigin, Internship Program, AVA Gallery and Art Center, 11 Bank Street, Lebanon, NH, 03766 **OR**
mila@avagallery.org



2018 AVA SUMMER INTERN RECOMMENDATION FORM

Applicant Name: _____

Reference Name: _____ Email /

Phone: _____

How long have you known the applicant?

Please describe the capacity in which you have known the applicant:

Please describe and comment upon the applicant's strengths:

Has the applicant worked as part of a team? If so, what were the applicant's contributions?

Please tell us about one special quality that distinguishes the applicant:

Signature: _____ Date: __/__/__

This form may be mailed or emailed to:

c/o Mila Pinigin, Internship Program, AVA Gallery and Art Center, 11 Bank Street, Lebanon, NH, 03766 **OR**
mila@avagallery.org