

Newark Museum
Internship Program

Application Guidelines

To apply for an internship at the Newark Museum, please submit the following information in an application packet to the address below:

- Name, Address, Contact information
- Level of Education most recently completed
- Session in which you wish to participate (winter, summer, fall)
*(Please note: The deadline for submitting your Summer Internship Application is **March 31, 2017.**)*
- Complete course list and/or official university transcript. (A transcript is not required for internships during the academic year.)*
- Resume/curriculum vitae
- Two letters of reference (at least one should be academic)
Letters should be in sealed envelopes signed by the reference on the outer flap. These may be sent under separate cover.
- Statement of interest that addresses the following three questions:

What unique qualifications do you have to intern at the Newark Museum?

What has been one of your greatest achievements and why?

What most interests you about joining the Newark Museum community?

We do our best to place interns in departments that match their area of interest and career goals, if possible. If you have a preference for a particular department, please indicate this in your statement of interest.

*Students interested in an internship during the academic year should send a request to internprogram@newarkmuseum.org prior to submitting their transcript and letters of reference.

Please send all materials to:

Internship Selection Committee
Newark Museum
49 Washington Street
Newark, New Jersey 07102

Should you have questions, please send an email to: internprogram@newarkmuseum.org.