

# SFMOMA 2010 SUMMER INTERNSHIP PROGRAM FAQs

**Q: What are the dates of SFMOMA's Summer 2010 Internship Program?**

A: SFMOMA's Summer 2010 Internship Program lasts from Monday, June 21 through Friday, August 27, 2010.

**Q: What is the deadline for my application materials?**

A: All materials must be sent in a complete packet on or before Friday, February 19, 2010. Only complete applications will be considered.

**Q: Do I have to submit a cover letter as well as an additional writing sample?**

A: Yes, when the "Application Requirements" section of the internship description stipulates both a cover letter and an additional writing sample. Some internship descriptions may require a URL instead of an essay, but all prospective interns must include a cover letter.

**Q: How long should my essay be?**

A: If you are asked to submit an essay as part of your application packet, it should be no longer than one single-spaced, typed page.

**Q: Should my references be written, or can I include just names and contact information?**

A: Please submit written references (letters of recommendation).

**Q: How will I know when SFMOMA receives my application packet?**

A: Upon receipt of your application packet, SFMOMA will send an acknowledgement email. Please do not follow up after receiving this email. If you are selected as a potential candidate from the group of applicants, someone from SFMOMA will contact you to arrange an interview.

**Q: Should I submit additional materials with my application, such as writing samples, slides, or exhibition catalogues?**

A: No. You should only submit what is requested in the internship description, in the "Application Requirements" section. Please note: Each internship description outlines a specific combination of application materials; some require URLs, while others require additional writing samples, such as a one-page essay or an interpretive text. At the end of each internship description, note which materials have been requested and be sure to include each component in your application packet. Due to the volume of applications SFMOMA receives, we cannot consider incomplete applications.

**Q: Can transcripts and letters of recommendation be sent separately from the application?**

A: No. All application materials must be sent together—no exceptions!

**Q: Is the application deadline the date by which the application must be received or the date by which the application must be postmarked?**

A: The application deadline refers to the date by which your application must be postmarked. Please indicate which internship you are applying for on the outside of each application packet.

**Q: Can I apply to more than one internship?**

A: Prospective interns may apply for only two internships. If you apply for more than two, you will be considered for only the first two designated on your application; your additional choices will not be considered.

**Q: If I am applying to two internships, can I send just one application in for both?**

A: No. Please submit a separate envelope, with the complete list of required materials included, for each internship you are interested in (you can apply to only two internships). Please indicate which internship you are applying for on the outside of each application packet.

**Q: Does SFMOMA conduct interviews before accepting applicants into the internship program?**

A: Yes. Select candidates will be called or e-mailed to set up an interview, which will take place during April and may be conducted in person or by telephone, depending on the candidate's proximity to SFMOMA.

**Q: What if I will be away during the time you are conducting interviews?**

A: Please indicate on your internship application the location, date, and time you can be reached if you are traveling or not at your permanent or current address during the period when we are reviewing applications and conducting interviews.



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**Q: May I submit my application by e-mail or fax?**

A: No. Please submit all application materials via the U.S. Postal Service. Please indicate which internship you are applying for on the outside of each application packet.

**Q: Can international students participate in the internship program?**

A: Yes. International students who are accepted into our programs will be responsible for acquiring the proper visas. This procedure can take a long time, so start early!

**Q: If I am accepted into the program, does the Museum provide housing?**

A: No. Each intern at SFMOMA is required to provide his/her own housing arrangements.

**Q: May I do multiple summer internships at SFMOMA?**

A: No.

**Q: Must I be currently enrolled as a student to be eligible for an internship?**

A: No. The internship program is geared toward both current students and recent graduates.

**Q: Can I do an internship at the Museum during alternate dates, for example during winter break in January?**

A: No. SFMOMA's internship program is scheduled to run Monday, June 21, through Friday, August 27, 2010.

**Q: Is it possible to receive academic credit for participating in the internship program?**

A: Yes. Interns must provide SFMOMA with the necessary paperwork from their schools to facilitate academic credit.

**Q: Is the internship paid?**

A: No. The department offering the internship decides whether it will offer a stipend. It is highly recommended that interns have alternate sources of income during their tenure at SFMOMA. San Francisco is an expensive city and the stipend (if there is one) will not provide adequate funding for living expenses.

**Q: If I am not accepted into a program, may I reapply for a different one?**

A: Yes. You must submit new materials.

**Q: What is expected of me as an intern at SFMOMA?**

A: SFMOMA summer interns must be dedicated to the program and must recognize that an internship largely focused on learning and training requires a special type of commitment. Furthermore, due to the variable hours in the program and the intense nature of the work, each intern must abide by a schedule mutually agreed upon by the intern and the respective supervisor. Additionally, interns are expected to take part in weekly enrichment meetings, designed to further expand their Museum knowledge and experience. These and other commitment issues are discussed in more detail during orientation.

## CONTACT INFORMATION

For more information, e-mail [volunteers@sfmoma.org](mailto:volunteers@sfmoma.org).

