

FINE ARTS WORK CENTER IN PROVINCETOWN

24 Pearl Street, Provincetown, MA 02657
workshops@fawc.org

Tel: (508) 487-9960, x103 or 104
Fax: (508) 487-8873

2010 FAWC Summer Program Internship Application

The Fine Arts Work Center in Provincetown offers internship opportunities to four students for the summer season. Students must be over 18 and enrolled in a four-year college or post-graduate program with an emphasis on the arts, literature, or administration.

Student interns will be expected to work approximately 25 hours per week. Responsibilities will include (see Internship description for more details):

- staffing readings, gallery openings, and public events
- writing press releases, general office work, inventory
- studio management and cleaning tasks
- assisting Summer Program students and faculty

No prior experience is necessary, but basic computer and office skills, and a background in dealing with the public are assets. Internships include (but do not require) 3 tuition-free workshops (you can find the full catalog online at www.fawc.org/summer). Please indicate the workshops you would be interested in attending.

Like many other internships **these positions are unpaid**, but many schools offer credit and/or financial help through career services. **We prefer to work with students who are able to secure funding and/or credit.** Google “internship funding” or “internship grants” to find funding opportunities, or peruse *The Harvard College Guide to Grants, 12th Edition*. The Work Center has shared, dorm-style housing available for four interns in a 2-bedroom apartment at the cost of \$100 per week, per intern. **Interns must be able to commit to work from June 7 through August 22.**

To apply, please complete the application. Please also submit the following:

- a résumé
- a letter of introduction and intent (what do you hope to get out of the internship? what attracted you to this particular internship? what are your strengths and weaknesses? what can you offer as an intern?)
- one letter of reference from an academic advisor or faculty member (letter should particularly address your skills, and what you can offer as an intern).

**COMPLETED APPLICATIONS MUST BE POSTMARKED BY APRIL 2, 2010.
NOTIFICATION BY APRIL 30, 2010.**

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To apply, please complete the following and send to FAWC along with additional materials requested.

NAME: _____ AGE: _____

SCHOOL: _____

School Address: _____

_____ Valid through: _____

Home Address: _____

_____ Valid through: _____

Telephone (Cell/Home): _____ / _____

Email: _____ Expected graduation date: _____

Career/Internship Advisor (contact person at your school in charge of credit/grants):

Will you be able to secure funding/credit for this internship? _____

How did you hear of this internship? _____

Would you want to take advantage of Work Center housing (shared bedrooms, \$1000 per intern for summer)? yes _____ no, I'd prefer to find my own housing _____

Application checklist:

_____ application cover page with contact information

_____ résumé

_____ letter of introduction and intent (what do you hope to get out of the internship? what attracted you to this particular internship? what are your strengths and weaknesses? what can you offer as an intern?)

_____ one letter of reference from an academic advisor or faculty member (should particularly address your skills, and what you can offer as an intern).

Send this completed form, along with your submission materials, to:

FAWC Summer Program

Summer Program Internships

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