To be considered for an internship position at NOMA, please complete this form and submit with your resume, cover letter, current transcript, and two letters of recommendation. Some positions may require a research-based writing sample.

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| **CONTACT INFORMATION** | | | | | | | | | |
| Name: |  | | | Title: |  | | | Suffix: |  |
| Address: | |  | | Primary Phone: | | |  | | |
| City, State, Zip: | | |  | Email: | |  | | | |

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| **EDUCATIONAL BACKGROUND** | | | | | | | | | | | | | |
| Current University or School: | | | |  | | | | | | | | | |
| Degree Seeking: | |  | | | | Major: | |  | | | Minor: |  | |
| Year: | FRESHMAN | | SOPHOMORE | | JUNIOR | SENIOR | | | GRADUATE | COMPLETED | | GPA: |  |
| List any previous degrees: (*not* including High School): | | | | | | |  | | | | | | |

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| **SCHEDULE PREFERENCES** | | | | | | | | | | | | | |
| Is this internship for credit? | | |  | | | | Total hours needed: | | | |  | | |
| Semester of Availability: | | SPRING | | | SUMMER | | FALL | | Year of Availability: | | | |  |
|  | | | | | | | | | | | | | |
| During which hours are you available for internship assignments? (Can be adjusted later)\* | | | | | | | | | | | | | |
| 9 AM to 12 PM | | | | 12 PM to 5 PM | | | | | | 5 PM to 9 PM | | | |
| What days are you available to work?\* | | | | | | | | | | | | | |
| SUNDAY | MONDAY | | TUESDAY | | | WEDNESDAY | | THURSDAY | | | FRIDAY | SATURDAY | |

\*Please note that most internships at NOMA require availability during the regular business hours of Monday-Friday, 9 am – 5 pm. Weekend or after hours work may be needed for some internships.

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| **AREAS OF INTEREST** | | | |
| Please select up to 3 areas of interest. | | | |
| Department of Administration & Finance | | Department of Curatorial Affairs | |
|  | Accounting |  | Curatorial |
|  | Visitor Services |  | Registrar |
|  |  |  |  |
| Department of Development & External Affairs | | Department of Interpretation &  Audience Engagement | |
|  | Grant Writing |  | Art Class |
|  | Graphic Design |  | IAE Department |
|  | Membership |  | Public Programs |
|  | Public Relations |  | Library |
|  | Special Events |  |  |

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| **SPECIAL INTERESTS AND SKILLS** |
| Summarize any special interests or skills you would like to develop through an internship at NOMA. |
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| **PREVIOUS WORK EXPERIENCE** |
| Summarize your previous work and/or internship experience. |
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| **AGREEMENT AND SIGNATURE** | |
| By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an intern, any false statements, omissions, or other misrepresentations made by me on the application may result in my immediate dismissal. | |
| Name (printed): |  |
| Signature: |  |
| Date: |  |

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| **OUR POLICY** |
| It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.  Thank you for completing this application form and for your interest in interning with us. |

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| **Department of Interpretation and Audience Engagement** | | |
| P.O. Box 19123, New Orleans LA 70179 | | |
| Office: 504.658.4100 | Fax: 504.658.4199 | Email: [education@noma.org](mailto:education@noma.org) |