

Internship Application

Please note: All information provided is confidential and will be used only in relation to your work.

Part-time Internships

An internship at the Center for Contemporary Printmaking is a great opportunity to learn about a nonprofit professional workshop/studio and gallery. CCP programs include printmaking workshops and studio access, edition printing services, artist residencies at the Helen Frankenthaler Printmaking Cottage, and contemporary print exhibitions. Interns are involved in many aspects of our programs and receive hands-on work experience. We welcome applications throughout the year. Internships are unpaid, but students can receive academic credit or use CCP studios in exchange. Interns may also receive free studio time on Saturdays from 9 am–5 pm.

There are two main categories of internship:

Administrative Interns

An administrative internship is best suited to students who wish to gain an understanding of the organizational aspects of a nonprofit arts center. An interest in the arts or nonprofit field and an understanding of basic office software are desirable (knowledge of printmaking/studio art is not required). Interns are involved in light administrative tasks, data entry, and assisting staff with organizing exhibitions and other special events.

Studio Interns

Studio interns should have working knowledge of printmaking or studio art and an interest in the operation of a professional studio. Interns are primarily involved in general maintenance of the studios and facilities and provide assistance with edition printing and preparation of artwork for exhibition.

Requirements

CCP requires a minimum commitment of two full days per week over a period of three months (two months for the summer session). These two days must be fulfilled Monday through Friday, from 9 am to 5 pm.

Interns must provide their own reliable transportation. CCP is located one mile from the South Norwalk station on the MetroNorth New Haven line. Local bus transportation is available on Route 9: http://testsite.norwalktransit.com/wheels_rt9.htm

Application requirements

- Completed application form
- Current resume
- One to three paragraphs describing your interest in an internship at CCP (attach separate page)
- One letter of reference from a teacher/professor, academic advisor, or employer

Applicant information

Name _____

Current address _____

Home phone _____

Mobile phone _____

E-mail _____

Dates this address will be effective _____

Permanent address, if different from above _____

Permanent home phone number _____

I am interested in: Administrative internship Studio internship

Days you wish to work (9 am–5 pm). Please check at least two: Monday Tuesday Wednesday Thursday Friday

Academic information

College, University, or High School _____

Major _____

Anticipated date of graduation _____

Term for which you are applying: Fall Spring Summer

Will you seek academic credit for this internship? No Yes. If yes, please describe the requirements for receiving credit: _____

Emergency contacts | Please list two contacts:

Name _____ Name _____

Relationship _____ Relationship _____

Home phone _____ Home phone _____

Work phone _____ Work phone _____

Mobile phone _____ Mobile phone _____

Please send the completed form via standard mail to the following address (no e-mail submissions, please):
Center for Contemporary Printmaking, Mathews Park, 299 West Avenue, Norwalk, CT 06850