

Internship Application

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

Internships

An internship at the Center for Contemporary Printmaking is a great opportunity to learn about a nonprofit professional workshop/studio and gallery. 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.

There are a variety of ways interns may help:

Arts Administration 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.

Marketing/Communications/Development Interns

Marketing interns should have a working knowledge of social media platforms, design software and an interest in effectively promoting CPP. Interns are primarily involved in developing promotional materials, updating social media accounts and cultivating and developing media partnerships.

Requirements

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)

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 Marketing internship

Term for which you are applying: Fall Spring Summer

How many hours can you work per week? Fall _____ Spring _____ Summer _____

Academic information

College or University

Anticipated date of graduation

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

References | Please provide two:

Name Name

Relationship Relationship

Home phone Home phone

Work phone Work phone

Mobile phone Mobile phone

Please send the completed form via email as a pdf or standard mail to the following:
Center for Contemporary Printmaking, Mathews Park, 299 West Avenue, Norwalk, CT 06850

www.contemprints.org | 203.899.7999