



**Albany Center Gallery**  
488 Broadway, Suite 107  
Albany, NY 12207  
518-462-4775

[www.albanycentergallery.org](http://www.albanycentergallery.org)  
[director@albanycentergallery.org](mailto:director@albanycentergallery.org)

**Intern Application Form**

*Please attach a copy of your resume.*

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**Areas of Interest** (Check all that apply) :

Development/Grants     Marketing/Public Relations     Business / Finance  
 Office Operations     Curatorial & Gallery Exhibitions     Special Events & Programs  
Semester:  Spring     Summer     Fall                      Year: \_\_\_\_\_

**Availability:** Albany Center Gallery is open Tuesday - Saturday from noon to 5 p.m.

	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours					

Are you available to work for events occasionally on nights and weekends?  Yes  No

**Skills & Strengths:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Interests & Goals:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

*Please list one professional reference (employer, professor, etc.) and one personal reference (not a family member).*

*Professional:*

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

*Personal:*

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**Education:**

Last School Attended: \_\_\_\_\_

Major (if applicable): \_\_\_\_\_

Freshman  Sophomore  Junior  Senior  Grad Student \_\_\_\_\_ Graduation Year

**Additional Info:**

Do you plan to earn academic credit if accepted?  Yes  No

*If yes, please list the contact information of your academic advisor:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

How many credits will you earn for this internship? \_\_\_\_\_

How many hours per week will you need for credit? \_\_\_\_\_

**Additional Notes:**

\_\_\_\_\_  
\_\_\_\_\_

