

THE NATIONAL
JAZZ MUSEUM
IN HARLEM



Internship Application

NAME: _____ DATE: _____

CURRENT ADDRESS: _____

PERMANENT ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

EMAIL ADDRESS: _____

SCHOOL AFFILIATION: _____

SCHOOL DEADLINE FOR INTERNSHIP PLACEMENT (if applicable): _____

MAJOR: _____ YEAR IN SCHOOL: _____

SEE BELOW IF APPLYING TO RECEIVE UNIVERSITY CREDIT

TERM APPLYING FOR: _____

DATES BEGINNING AND ENDING INTERNSHIP: _____

AVAILABILITY (DAYS, HOURS): _____

PLEASE NOTE THAT NJMH INTERNSHIPS ARE UNPAID POSITIONS.

Please number in order of preference the areas in which you are interested. (If you have no interest in a particular area, please leave it blank.)

_____ Curatorial

_____ Membership

_____ Special Assistant to the
Executive Director

_____ Library

_____ Performance Programs

_____ OTHER (Please specify): _____

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LIST RELEVANT SKILLS (i.e. computer experience, foreign languages, etc.):

PLEASE ATTACH RELATED RESEARCH PROJECTS, PAPERS, AND/OR ESSAYS LISTED BELOW:

DESCRIBE WHAT YOU HOPE TO ACHIEVE FROM THIS INTERNSHIP AND WHAT YOU CAN CONTRIBUTE TO THE NATIONAL JAZZ MUSEUM IN HARLEM (attach additional pages if necessary):

Please submit application form, essays and papers, resume, two letters or recommendation, and any additional materials:

By Email

To Tracy Austin at njmh@jmih.org

OR

By Mail

The National Jazz Museum in Harlem, Internship Placement – Attention: Taralina Batista, 104 East 126th Street, Suite 2D, New York, NY 10035

Please note that materials will not be returned unless a self addressed, stamped envelope is enclosed.

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University Credit Contact Info

NAME AND POSITION: _____

PHONE: _____ EMAIL: _____

WORK ADDRESS: _____

PLEASE ELECTRONICALLY SEND ALL SCHOOL CREDIT FORMS TO BE COMPLETED BY OUR ORGANIZATION AS SOON AS POSSIBLE. IF YOU ARE UNABLE TO SEND THEM BY EMAIL, PLEASE BRING THEM TO YOUR INTERVIEW. IF EMAILING, PLEASE SEND THEM TO NJMH@JMIH.ORG.