



Indian Pueblo Cultural Center
2401 12th Street NW
Albuquerque, NM 87104
505.212.7051
www.indianpueblo.org

Internship Application

Contact Information

Name:	
Street Address:	
City, State, ZIP:	
Cell Phone:	
E-mail Address:	
Date of Birth:	

Why Intern at IPCC?

Why are you interested in an internship at IPCC and representing the Pueblo People of New Mexico?

Availability

During which hours are you available for your internship assignments?

	SUN	MON	TUE	WED	THUR	FRI	SAT
Morning							
Mid-day							
Afternoon							

Interests

Tell us in which areas you are interested in. *Please note: these are just a few things that you might be doing; we will discuss more at the interview. The areas that are gray are not currently available.*

- Organization: Data Entry, Records Management, Membership Packages
- Special Events: Presentations & Discussions, Art Shows, Signature Events, etc.
- Cultural Arts & Education: Classroom Prep & Clean Up, Research, garden work in Heritage Garden.
- Collections: Cataloguing, Installation/De-installation Prep, Artist/Artifact Research, Data Entry
- Library & Archives: Research, Cataloguing, Labeling, Prep for Workshops, Data Entry
- Project Specialist: Exhibition Prep, Research, Administrative Tasks, and Design Work.
- Group Tours: Youth Adult Both
- Marketing: submitting events online, assisting the design team, and collaborating on campaigns.

Special Skills or Qualifications

Summarize any special skills and qualifications you have acquired from employment, previous volunteer/internship work, or through other activities, including hobbies or sports.

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Internship Information

College/University:	Year of Study:
Major:	GPA:
Receiving credit?	Required weekly hours:
If yes, for what class?	Total # of hours required:

Person to Notify in Case of Emergency

Name	
Street Address	
City, State ZIP Code	
Cell Phone	
E-Mail Address	

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 this application may result in my immediate dismissal. I understand that I will undergo a background check and attend a mandatory orientation/training prior to becoming an intern with IPCC.

Name (printed)	
Signature	
Date	

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 being an intern at IPCC. Please return application to Stephanie Oyenque, Education Coordinator, at IPCC or email application to soyenque@indianpueblo.org.