



CARNEGIE MUSEUM OF ART

Application for:  
**Envisioning Our Future:  
Summer Documentary Institute  
2016**

## About:

This summer, in partnership with Carnegie Museum of Art, we will hold our 28th annual Summer Documentary Institute (SDI). Six applicants will be chosen from the Greater Pittsburgh area to work intensively with the Appalachian Media Institute at Appalshop and Carnegie Museum of Art staff. Over the course of the summer we will explore the basics of video and audio production, view and discuss documentary video, and learn how to produce and distribute meaningful media about community issues and traditions.

The documentary work produced during our summer institute has been seen by audiences from across the United States, and abroad. Some films have even been translated into other languages for international audiences, and many of these pieces have made a real difference in the dialogues and debates surrounding issues such as domestic violence, prejudice, drug abuse, and youth activism.

Working with AMI/CMOA during the summer can be both a challenging and rewarding experience. It is important that you are interested in exploring your creativity through media making. You must (1) be a responsible AMI/CMOA employee by upholding the policies and spirit of the program and organization and (2) be willing to learn from and share with others.

Since 1969, Appalshop has used media and the arts to work with communities to create positive social change; dispel cultural stereotypes; build opportunities for people to define their own history and culture; create a public space where people can come together to discuss their concerns; and find common ground and pursue solutions.

To learn more about AMI and Appalshop visit our website [www.ami.appalshop.org](http://www.ami.appalshop.org).

## Requirements:

Requirements are minimal. Simply, interns must be between ages 14 and 22 and capable of behaving, thriving, and interacting in a diverse and professional environment with a mature attitude. Prior experience with media is neither expected, nor required—only a creative mindset with a willingness to learn and do the work.

## AMI Plan and Policies:

### Program Length:

The program will run for eight weeks total, beginning on **June 3, 2016** and ending on **July 26, 2016**. During this time we will be meeting on four separate occasions. Twice in Whitesburg, Kentucky (**June 2–5; June 23–26**) and twice in Pittsburgh, Pennsylvania (**June 9–12; July 7–10**). Occasionally, we will utilize days with team-building exercises devoted to activities or field trips. As with any other professional environment, evening work may be required to meet a production deadline. Because the Institute will demand your time and focus, other commitments during the week must be secondary to the program—including, but not limited to, other jobs, sports, classes, vacations, etc.

## Transportation and Housing:

Transportation will be provided for those with need, typically by Appalshop staff, but occasionally from other interns or services such as LKLP. A *liability release* will be required of all accepted interns.

## Policies

Because AMI serves as a positive model for young people in the community, interns will not be allowed to use tobacco products, consume alcohol, or take unauthorized drugs on the premises of Appalshop or Carnegie Museum of Art or while you are working as an intern in the community.

AMI/CMOA do not discriminate on the basis of race, religion, gender identity, sexual preference, or disability. Interns will be held to the same standard.

Interns are considered employees and representatives of Appalshop/Carnegie Museum of Art. Failure to adhere to AMI/CMOA policies or expectations may result in suspension of pay or dismissal from the program.

If you have any questions or require further clarification, feel free to contact Matthew Newton via e-mail at [newtonm@cmoa.org](mailto:newtonm@cmoa.org) or by phone at 412-373-4774.

## **ALL APPLICATIONS MUST BE TYPED IN STANDARD 12-POINT FONT SINGLE-SPACED, ON A SEPARATE DOCUMENT**

### Your application must include:

- Your information
- All essay questions answered
- A letter of recommendation

Acceptable formats for digital submissions: \*.doc, \*.docx, \*.odt, \*.rtf

## Your Information

Name:

Age:

Names of Parents, Guardian or Emergency Contact (if over 18):

Phone:

Home address:

Email:

What is the highest level of formal education you have completed?

What schools, colleges, or training programs have you attended?

What are your current plans for continuing your formal education?

Will you require transportation? If so, what will you need?

**Note:** Requirement of lodging or transportation WILL NOT affect potential of acceptance.

## **Essay Questions**

**While there is no set length requirement, we ask that you provide *at least* a short paragraph.**

1. Tell us a bit about YOU. What are your interests, hobbies, etc?
2. Why do you want to be a part of AMI this summer?
3. Why are you interested in video production and editing?
4. Describe a documentary subject you would like to produce. Why?
5. As a viewer, what are your favorite TV shows or movies? Any particular actors or directors that you follow?

**Applications are due at Carnegie Museum of Art by 5 p.m. Tuesday, May 10, 2016. Digital applications may be e-mailed to [newtonm@cmoa.org](mailto:newtonm@cmoa.org). Physical applications may be hand delivered or sent to:**

**Carnegie Museum of Art  
ATTN: Matthew Newton  
4400 Forbes Avenue  
Pittsburgh, PA, 15213**

**You will receive an email or phone call informing you of your application status by no later than Wednesday, May 18. Personal interviews with finalist candidates will take place prior to a final decision. Interviews will take place April 27–May 20 and may be scheduled at your convenience. Final decisions will be made by no later than May 23.**