

Montserrat College of Art

where creativity works

Dear (EMPLOYER/INTERN HOST),

Thank you for inquiring about Montserrat College of Art's Community and our Career Services Department. Gain direct access to our students and alumni and bring a fresh and creative thinker to your team by registering with [MontserratWorks](http://www.montserrat.edu/career-services/submit-job/) (www.montserrat.edu/career-services/submit-job/), our online job and internship board designed to connect creative professionals with our students and alumni. At Montserrat, all students are required to complete a 120 hour internship in order to complete their course of studies. Students complete this requirement in the Fall, Spring, and Summer. Their internship includes evaluations by both the employer and the student, articulated learning objectives, and additional markers of progress. By listing an opportunity [MontserratWorks](http://www.montserrat.edu/career-services/submit-job/), you can also attend networking events hosted by the college so that you can meet other creative professionals.

[MontserratWorks](http://www.montserrat.edu/career-services/submit-job/) (www.montserrat.edu/career-services/submit-job/) is our online job and internship board designed to connect creative professionals with our students and alumni. If you have an open internship or job position, please register it directly on [MontserratWorks](http://www.montserrat.edu/career-services/submit-job/). We will review it and approve the opportunity within 72 hours. Students and alumnae are directed to this board to look for opportunities. Competitive internships usually offer a monetary stipend or a travel reimbursement.

In addition, we are pleased to host recruiting tables at our main campus building each semester. If you are interested in setting up a table in order to attract applicants for internships or paid employment please [let us know](#) and we will work with you on the arrangements. We would love to take you on a tour of our campus and show you what we do at Montserrat. To schedule a visit, please email [Katherine Mitchell](#), the Director of Career Services. Internship-specific questions can be directed to [Amy Ruitter](#), Assistant Director of Career Services.

Thanks again for reaching out to the Montserrat community. Please don't hesitate to contact us if you have further questions or ideas on how we can work with you. We look forward to meeting you.

Best,

Katherine and Amy

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