

COLABORATORY OVERVIEW

The Portland Advertising Federation offers an internship program that allows college juniors and seniors with an interest and/or background in marketing & advertising to participate in projects and programs designed to broaden an understanding of the advertising world and deepen knowledge of Portland advertising culture, life at an advertising agency and work behind the scenes. Interns will commit to 6 weeks throughout the summer months in Portland, Oregon and participate at a variety of agencies within the Portland market.

Interns participating in this program will receive a stipend. Please note that space in this program is limited.

THE DEADLINE FOR APPLICATIONS IS THURSDAY, APRIL 15, 2010.

Eligibility Requirements for COLABORATORY 2010:

1. You must be enrolled as a junior or senior in a college or university during the 2009 - 2010 academic year.
2. You must have a minimum 2.0 ("C") Grade Point Average.
3. You must be able to commit to 6 weeks in Portland, Oregon in summer 2010 beginning July 2, 2010. Submitting this application confirms your availability.

The Real Requirements for COLABORATORY 2010:

1. You aren't enrolled in any summer classes. This internship is hard work and we need your full attention.
2. You aren't working another job. Again, we need all your energy and your team will need you to be available to do your part. This includes time in the evenings and weekends, as you are needed by your team.

Application Requirements for COLABORATORY 2010:

- Upload "Strut Your Stuff" video to YouTube following instructions outlined on pg 3.
- Completed application
- Your portfolio URL or a Zip file of your samples no larger than 10 MB
- At least one letter of recommendation
- Resume

You will receive notification of acceptance and registration for COLABORATORY 2010 by Friday, April 30, 2010. You will need to confirm your acceptance by Wednesday, May 5, 2010 or you could be forced to forfeit your position.

APPLICATION FOR INTERNSHIP

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability or veteran status.

PERSONAL	Name _____
	Current Address _____
	Home Address _____
	Cell Phone _____ Alternate Phone _____
	Email Address _____
	Social Media Sites URLs? _____
	Facebook, Twitter and Blog? _____
	If hired, will you be able to provide proof of eligibility for employment in the U.S.? ___Yes___ No

EDUCATION	<table border="1"> <thead> <tr> <th>School</th> <th>Location</th> <th>Major</th> <th>Degree</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	School	Location	Major	Degree	GPA	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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	Please list any scholastic honors received and offices held in school _____																				
Are you planning to continue your studies? ___Yes ___No																					
If yes, where and what courses of study? _____																					
What is your year in school? Junior? Senior? Just graduating? _____																					

POSITION	<p>Please answer all questions below, limiting your responses to around 2-4 sentences per question. Attach separate sheet with answers.</p> <ol style="list-style-type: none"> What do you want to be? Please circle position(s) for which you wish to be considered: Account Manager, Copywriter, Designer, Interactive Developer, Public Relations Why do you want to work in this profession? Show us 2-3 pieces of professional work you think are truly outstanding and tell us why. What does it mean to you to be part of a team - and when you find yourself in one, what role(s) do you usually play? How did you hear about COLABORATORY? <ul style="list-style-type: none"> <input type="checkbox"/> Craigslist <input type="checkbox"/> A Professor / Instructor <input type="checkbox"/> University Career Center <input type="checkbox"/> Blog (please specify) _____ <input type="checkbox"/> Other _____
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RECOMMENDATIONS

Letter(s) of Recommendation should be included via mail accompanying your application.

Because COLABORATORY is all about teamwork, please ask a teacher/boss/coworker to write a letter of recommendation speaking to how you work in groups and what you would bring to the team. At least 1 letter is required, but no more than 3 please.

STRUT YOUR STUFF VIDEO

Video

Because our lavish travel budgets have been slashed, this is how we get a preview of that intangible personality X factor that’s so important for COLABORATORY’s chemistry. The ask is simple: Show us a little bit of who you are. Be authentic. Be fun. Be the kind of girl/guy you’d want to work with.

To submit your video:

1. Join COLAB’s YouTube Group: <http://www.youtube.com/group/StrutYourStuffCOLAB>
2. Upload your Strut Your Stuff video to the group
 - In the comment section when you upload your video be sure to include your name (first and last)
 - Video Naming Conventions to include:
 - Title: Name, Position Applying For, Strut Your Stuff COLAB 2010
Ex) Joe Smith, Account Manager, Strut Your Stuff COLAB 2010
 - Description: include anything you think we should know about you
 - Tags: Your Name, Position Applying For, COLAB2010, StrutYourStuffCOLAB, COLABpdx
Ex) Joe Smith, Account Manager, COLAB2010, StrutYourStuffCOLAB, COLABpdx

Strut Your Stuff Video Fine Print: By submitting your video, you give COLABORATORY the right to use the video, in whole or part, including without limitation your name, voice, likeness and any biographical material concerning which may be provided, in any and all media (now existing or developed in the future), throughout the universe in perpetuity.

READY?

Quick Checklist. I have included my:

- Work Samples
- Letter(s) of Recommendation
- Upload “Strut Your Stuff” video to COLAB YouTube Group
- Resume
- Application

PLEASE READ BEFORE SIGNING

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would alter the integrity of this application. I authorize my previous employers, schools or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment terminated because of false statements, omissions or answers made by myself on this application. In the event of any employment with this company I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company, which verifies my right to work in the United States on the first day of employment. I have received from the company a list of the approved documents which are required.

I understand that employment at this company is "at will" which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

By completing the confirmation below, you agree to be considered for COLABORATORY 2010 and confirm your availability to participate in the program between July 2 and August 13, 2010.

Signature _____ **Date** _____

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability or veteran status.

SUBMITTING YOUR APPLICATION

Please send completed applications and work samples to the address below. If you have an online portfolio, you may provide that url with your submission rather than physical samples (print outs, CD, etc.). Physical samples are non-returnable and must be clearly labeled with your name.

COLABORATORY
Portland Advertising Federation
PO Box 8338
Portland, OR 97207
info@pafcolaboratory.com

Note: Overnight carriers will not deliver to a P.O. Box, please plan delivery accordingly. COLABORATORY does not accept late applications.