

Motivated and Dependable Interns Needed at the National Museum of the Marine Corps (NMMC)

www.usmcmuseum.org

NMMC needs a few good interns. Undergraduate and graduate students are encouraged to apply beginning December 1, 2016, and before 12:00 PM on Friday, March 24, 2017. The majority of selections will be made and announced around April 10, 2017. A few interns may be granted approval to start in January 2017, depending on the needs of the Museum and the student's academic requirements. Please E-mail your typed application form, current resume, and at least two letters of reference to christina.johnson@usmcu.edu. **Incomplete packages will not be considered.** Scanned PDF files with signatures preferred. The best references include contact information and address academic achievement, research and writing skills, dependability, creativity, maturity, and initiative.

You can earn money, skills, and resume bullets while learning something new. Some colleges will apply course credit toward specific projects – check with your professor.

We can accommodate flexible schedules. Several interns work during the summer, others work during the Spring and Fall semesters. The stipend is \$9.00 per hour. You will be responsible for your own housing and transportation. We are funded for 11 internships, each with an average duration of 324 hours. Some interns will work fewer hours, others will work more hours. We also support some non-paid internships.

Current needs include:

Curatorial. Three interns will work with curators and historical artifacts. Work focuses on cataloguing, research, inventory, processing and writing reports for the Cultural and Uniforms and Heraldry Collections. The work week is Mon-Fri.

Visitor Services. One intern to help facilitate the Teen Volunteer Program Camp. Duties will include screening applicants, developing the camp schedule, training and evaluation of prospective teen volunteers.

Marine Corps Art Collection. Two interns will support cataloguing, imagery queries, and preparation for an upcoming exhibit. The work week is Mon-Fri.

Education. Two interns will work with educators and the Teacher-in-Residence as they host groups, conduct events and develop programming. Gain hands-on experience working with students, parents, and practicing educators. Experience working with children and graphic/computer skills are an advantage. The educational program frequently involves work on weekends.

Exhibits. (FALL) One intern will work with exhibit specialists to file electronic drawings and maintain the physical exhibits. If you show artistic potential, you may be able to assist with the creation of models and drawings needed to produce exhibits. Software skills are a must (i.e., Photoshop, Illustrator, AutoCAD). The work week is Mon-Fri.

Public Affairs. One intern will work with public affairs to support social media and outreach to local media. The work week is Mon-Fri with occasional weekend work required.

Final Phase Research. One intern to help with research photographs, media, first-person quotes, and history that covers the period from 1976 to present. The work week is Mon-Fri.

The point of contact is Christina Johnson (703)784-4532 or christina.johnson@usmcu.edu

2017 Internship Application Form

National Museum of the Marine Corps

Privacy Act of 1974 Applies – Sensitive Personnel Information – Handle with Care

Today's date:									
Name:	Last:	First:			Middle:				
Phone number:	Cell:	Home:			Work:				
E-mail address:	Primary:			Alternate:					
Permanent mailing address:									
SSN:	To be provided AFTER the internship is approved								
Birth date:									
Graduate Degree:									
University:									
Major:									
Minor:									
Matriculation / Graduation date:									
Undergraduate Degree:									
College/University:									
Major:									
Minor:									
Matriculation / Graduation date:									
Areas of interest:	Curatorial	Visitor Services	USMC Art Collection	Education	Exhibits	Public Affairs	Final Phase Research		
Write in your choices from 1-7, with 1 being the most desirable.									
Highlight/circle interest in paid, non-paid, or either type of internship	Paid		Non-Paid			Either Paid or Non-Paid			
Goal after graduation:									
Comments / Questions:									
Reason why you are the best candidate for this internship:									
Requested start and end dates:	Start:			End:					
Requested hours and days per week:									
Requested total hours per week:									
Requested total hours for the entire internship:									
Send completed form to:	christina.johnson@usmcu.edu								

If you're interested in an internship with the Marine Corps History Division or the Gray Research Center, contact Mr. Paul Weber at paul.j.weber1@usmc.mil