**Motivated and Dependable Interns to Work at the**

**National Museum of the Marine Corps (NMMC)**

[www.usmcmuseum.com](http://www.usmcmuseum.org)

**NMMC needs a few good interns.** Learn new skills, experience hands-on professional museum work, and build your resume while getting paid. Some colleges will apply course credit toward specific projects; check with your professor.

Undergraduate and graduate students are encouraged to apply beginning March 1, 2023, until 12:00 PM on Friday, March 31, 2023. Selections will be announced by April 14, 2023. Email the completed application form, current resume, and at least **two** reference letters to [NMMCInterns@gmail.com](mailto:NMMCInterns@gmail.com). **Incomplete packages will not be considered**. Scanned PDF files with signatures are preferred. References should include contact information, address academic achievement, research and writing skills, dependability, creativity, maturity, and initiative.

Most interns work during the summer; others work during the spring and fall semesters. The NMMC can accommodate flexible schedules. The stipend is $10.00 per hour, and the average internship runs for 320+ hours, though this will vary for each internship. Work is done onsite in and near Triangle, Virginia. Interns will be responsible for their own housing and transportation. The NMMC also supports non-paid internships.

**Available NMMC internships:**

* **Curatorial.** Three interns will work with curators and historical artifacts to catalog, research, process collections, and write reports for the Aviation, Cultural & Material History, and Uniforms & Heraldry collections. The work is done onsite, Monday through Friday.
* **Education.**One intern will work with museum educators to research topics and develop activities related to NMMC summer camp themes. The intern will conduct research and teach K-12 students about artifacts and galleries during summer camp sessions.
* **Exhibits.** One intern will work with the Exhibits Curator to conduct historical research of events. The work is done onsite, Monday through Friday.
* **Restoration.** One intern will work with Restoration staff to support disassembly and reassembly of components, fabrication, and sandblasting for the overall conservation of macro artifacts. Skills must include basic tool use, mechanical experience, and preferably metalwork, welding, and fabrication experience. The work is done onsite, Monday through Friday.
* **Registrar.**One intern will focus on collections management to include condition reporting, rehousing of artifacts, artifact marking, and artifact movement. The work is done onsite, Monday through Friday.

All hiring is made possible through the Marine Corps Heritage Foundation. **This is not a Federal job.**

Contact Christina Johnson [NMMCInterns@gmail.com](mailto:NMMCInterns@gmail.com) with questions.

**2023 Internship Application Form**

**National Museum of the Marine Corps**

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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: |  | | | | | | | | | | | | |
| Which internship are you applying for?  If more than one, rank each one (first choice, second choice, etc.) | Curatorial | Education | | Exhibits | | | | | | Restoration | | Registrar |
|  |  | |  | | | | | |  | |  |
| Internship requested: | Paid | | Non-Paid | | | | | | | | Either Paid or Non-Paid | | |
| Why are you applying for this internship? |  | | | | | | | | | | | | |
| What knowledge and skills will you bring to this internship? |  | | | | | | | | | | | | |
| What do you want to get out of this internship? |  | | | | | | | | | | | | |
| What do you want to do after graduation? |  | | | | | | | | | | | | |
| Available start and end dates: | Start: | | | | | | End: | | | | | | |
| Available hours and days per week: | Hours available: | | | | | | Days available: | | | | | | |
| Requested total hours for the internship: |  | | | | | | | | | | | | |
| **Send completed form to:** | [NMMCInterns@gmail.com](mailto:NMMCInterns@gmail.com) | | | | | | | | | | | | |