



North Carolina Museum of History Internship Application

all fields must be completed for consideration or indicate "N/A"

PLEASE TYPE ALL FIELDS

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Pronouns: _____

Permanent Address: _____
Street Address City State Zip

Current Address: _____
Street Address City State Zip

Phone: (____) _____ (____) _____
Day Evening

Email: _____

Birthday: _____

EDUCATION

Current school _____ Year(s) completed 1 2 3 4

Anticipated graduation date: _____ Degree/Major: _____

List all previous institutions of higher learning attended:

School _____ Year(s) completed 1 2 3 4 Did you graduate? Yes No

Date of graduation _____ Degree/Major _____

School _____ Year completed 1 2 3 4 Did you graduate? Yes No

Date of graduation _____ Degree/Major _____

Other special skills/knowledge or relevant coursework: _____

INTEREST AND AVAILABILITY

Will you have a minimum number of hours to complete? No Yes

If yes, how many hours? _____

Please indicate days and times you will be available:

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							not open
Afternoon							
Evening							

Please indicate the specific position(s) to which you are applying:

Education Programs Internship

Marketing Internship

Community Gallery Curation Internship

Chronological Exhibit Research and Content Development Internship

MISCELLANEOUS INFORMATION

Do you have previous volunteer or work experience? No Yes

If yes, please list dates, institution and responsibilities: _____

REFERENCES (*All applicants must submit at least 2 professional references to be considered. References should include former or current teachers, professors, and/or work/volunteer supervisors*):

1. Name _____ Title/Position _____

Employer _____ Relationship to applicant _____

Email _____ Day phone _____

2. Name _____ Title/Position _____

Employer _____ Relationship to applicant _____

Email _____ Day phone _____

Requirements:

- Undergraduate applicants must have at least a 2.8 GPA on a 4.0 scale.
- Graduate students must have at least a 3.0 GPA on a 4.0 scale.
- Undergraduate applicants must have completed their first year of college before beginning an internship.
- Applicant must submit completed internship application, cover letter, resume, and unofficial transcripts for all colleges/universities attended to be considered for a museum internship. Specific positions may require additional documents.
- ***All applicants must be currently enrolled in a degree program at an accredited college or university.***

General Timetable

<i>Internship period</i>	<i>deadline for student applications</i>	<i>staff review applications and set up interviews</i>	<i>staff select candidate and send acceptance letter</i>	<i>student begins internship</i>
<i>Spring Semester</i>	November 1	November 15	2-3 weeks after interview	January
<i>Summer</i>	March 1	March 15	2-3 weeks after interview	May
<i>Fall Semester</i>	July 1	July 15	2-3 weeks after interview	August/ September

Please submit all application materials to Internship Coordinator Kathleen Gleditsch at Kathleen.Gleditsch@dncr.nc.gov.