

INTERNSHIP APPLICATION

3500 SHAMROCK DRIVE | CHARLOTTEMUSEUM.ORG | 704.568.1774



Thank you for your interest in becoming an intern at The Charlotte Museum of History. If you become a CMH intern, you'll gain hands-on experience in the field of public history and explore a multitude of possibilities for careers in the field. If you are considering a career in public history or simply want to learn more about what museums do, we encourage you to apply!

Our interns:

- ◆ have a passion for American history!
- ◆ are comfortable wearing colonial attire and period costumes;
- ◆ are productive working alone or as part of a team; and
- ◆ are in good academic standing at their college or university, with a GPA of 3.0 or above.

Successful candidates should have:

- ◆ a demonstrated ability to communicate clearly verbally and in writing with audiences at every learning level;
- ◆ a professional and engaging demeanor that helps you connect with your audience;
- ◆ a demonstrated ability to synthesize information from a variety of sources;
- ◆ quick facility with learning new material and programs;
- ◆ strong organizational skills;
- ◆ demonstrated success at meeting deadlines;
- ◆ proficiency with electronic tools including Windows computer, iPad, and software programs such as Word and Excel; and
- ◆ demonstrated success in college-level history courses or courses in a related field of study.

Apply for an internship by submitting the following materials:

- ◆ the application below;
- ◆ a letter detailing your interest;
- ◆ your resume;
- ◆ two letters of recommendation; and
- ◆ a writing sample of no more than two pages on an academic or scholarly subject. Good examples include an excerpt from a term paper for a history class, from articles you've published, or from an undergraduate or master's thesis.

Submit everything as one package, please. Send the application package to Lauren Wallace, Education Specialist, at lauren@charlottemuseum.org.

All interns must also be willing to undergo a background check.

CONTACT INFORMATION

Name: _____
Last
First
Middle Initial

Physical Address: _____
Street or PO Box
City
State
Zip Code

Mailing Address: _____
Street or PO Box
City
State
Zip Code

Email Address: _____

Phone Number: (H) _____ (M) _____

Emergency Contact: _____

Phone: _____ Relation: _____

YOUR INTERESTS AND AVAILABILITY

Please indicate the areas which you are interested in exploring as a part of your internship.

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Public Programs | <input type="checkbox"/> Curatorial & Exhibits | <input type="checkbox"/> Research |
| <input type="checkbox"/> School & Children's Programs | <input type="checkbox"/> Special Event Coordination | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> House, Exhibit & Specialty Tours | <input type="checkbox"/> Marketing & Outreach | <input type="checkbox"/> Retail |

Which program will you be applying for? Spring Summer Fall

Will you be receiving academic credit for this internship? Yes No

If yes, will you have a minimum number of hours to complete? Yes No

If yes, how many hours?* _____

**All interns, regardless of whether they are looking to receive academic credit, must commit to working a minimum of 120 hours per semester to participate in the internship program.*

Please indicate the dates and times you will be available.

Availability	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings					
Afternoons					

ACADEMIC QUALIFICATIONS

College or university you are currently attending or have attended:

Major: _____ GPA: _____ Expected Date of Completion: _____

Please list any course work relevant to your application:

Please give a brief description of work experience and/or activities that are relevant to the internship for which you are applying not already listed on your resume or curriculum vitae:

RESEARCH INTERESTS

Please use the space below to detail the topics in history that interest you? What classes did you most enjoy? What research projects have you completed? What areas of history do you wish to learn more about?

Please indicate which broad areas of history you have an expertise in.

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer will be grounds for exclusion from consideration and/or dismissal.

Signature: _____ Date: _____

The Charlotte Museum of History is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.