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: __________________________________________________________________________

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Physical Address: _________________________________________________________________

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Mailing Address: __________________________________________________________________

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<th>Zip Code</th>
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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.

- [ ] Public Programs
- [ ] School & Children’s Programs
- [ ] House, Exhibit & Specialty Tours
- [ ] Curatorial & Exhibits
- [ ] Special Event Coordination
- [ ] Marketing & Outreach
- [ ] Research
- [ ] Social Media
- [ ] 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.

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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?
________________________________________________________________________________
________________________________________________________________________________
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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.