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

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

<www.usmcmuseum.com>

**The 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, 2024, until 12:00 PM on Friday, April 1, 2024. Selections will be announced by April 26, 2024. Email the completed application form, current resume, and at least two reference letters to 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 $15.00 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:**

**Collections.** One intern will work with the Collections Management Section (CMS) at NMMC to assist with the inventory and collections management of a large aviation patch collection. Duties will include creating a detailed inventory, scanning and rehousing of entire patch collection. Additional collections management duties for the summer will include processing and rehousing artifact collections as well as assisting collections staff with records and exhibit projects. The work is done onsite, Monday through Friday.

**Visitor Services**. One intern will welcome and engage visitors and assist with tours and programs. Knowledge of ASL or Spanish is preferred. Days and hours will vary daily; weekend work is required.

**Education**. Two interns will assist with In-Person Education Department of the National Museum of the Marine Corps assisting with designing, implementing, and hosting activities during summer camps that include the history of aviation, intelligence, and leadership. Interns will learn the ins and outs of museum education practices that include partnerships with local schools, community members, and Marine Corps organizations and building curriculum that corresponds with the Virginia Standards of Learning. The work is done onsite, Monday through Friday with some weekend work ~~is~~ required.

**Exhibits.** One intern will work with Exhibit Designer in the NMMC Exhibit Department.  The Intern will be utilizing AutoCAD and Adobe Photoshop to digitally recreate existing case layouts within the museum. Training will be provided, however, attention to detail is essential. The work is done onsite, Monday through Friday

**Restoration.** One intern will work with the restoration section to support the archival project of the Technical Publications Library. The intern will be assisting with the inventorying, cataloging, archiving, organizing, and rehousing of technical publications, documents, and blueprints related to macro-artifact restoration projects. Individual will be involved in identifying publications, archival condition assessments, document sorting, and document rehousing into proper storage. 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 JohnsonNMMCInterns@gmail.comwith questions**.**

**2024 Internship Application Form**

**National Museum of the Marine Corps**

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

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| --- | --- | --- | --- | --- | --- |
| **Name:** | Last: | First: | | | Middle Initial: |
| **Phone Number:** | Primary: | Home: | | | Work: |
| **E-mail Address:** | Primary: | | Alternate: | | |
| Mailing Address: |  | | | | |
| SSN: | To be provided at hiring | | | | |
| 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.) | Collections | Visitor Services | Education | Restoration | Exhibits |
| Internship requested: | **Paid** | **Non-Paid** | | | **Either** |
| 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 hour and days per week? |  | | | | |
| Requested total of hours for the internship: |  | | | | |
| Send completed forms to: | **NMMCInterns@gmail.com** | | | | |