

## **Intern Project Description**

### *Costume Collection Intern*

**Supervisor:** Meghan Smith, Costume Collections Manager, and Timothy Long, Costume Curator

**Objective:** First-hand involvement and experience with one of the country's premiere costume collections.

**Responsibilities:** Assist the collections manager and curator with day-to-day responsibilities, including mannequin construction, gallery maintenance, exhibition preparation, database updating, and object storage and handling.

**Qualifications:** Background in history, museum studies, costume history, or American studies preferable; experience handling artifacts and sewing skills a plus, but not required.

**Dates of Project:** Fall term, 2008

**Time commitment:** 20-30 hours/week; start and end dates of internship flexible; hours must occur typically during weekly business hours, when supervisors are present

**Application Deadline:** We are currently accepting internship applications for this project.

## **How to Apply**

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at the Museum and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.