



NATIONAL MUSIC MUSEUM

INTERNSHIP APPLICATION

- Spring semester (January-May)*
 - Summer semester (May-August)*
 - Fall semester (August-December)*
- *Internship averages 12-14 weeks in length.

- Six-month internship from _____ to _____
- Nine-month internship from _____ to _____
- Twelve-month internship from _____ to _____

Please print and fill out all sections completely.

Name _____ **Date of Application** _____

Permanent Address _____

Telephone _____

School Address _____

Telephone _____

E-mail _____

Send correspondence to: ___ Permanent Address (Dates: _____) ___ School Address (Dates: _____)

College _____ **Date of graduation** _____

Degree _____ **Field of study** _____

Relevant Courses: _____

Please include an official academic transcript from your college or university (if you are currently enrolled or a recent graduate)

Graduate School _____ **Date of graduation** _____

Degree _____ **Field of study** _____

Relevant Courses: _____

Please include an official academic transcript from your college or university (if you are currently enrolled or a recent graduate)

Please indicate your primary areas of interest (rate 1-10) (see complete descriptions of internships on website):

- ___ Archival - organize, catalog, preserve, and develop finding aids for archival collections.
- ___ Cataloging - catalog musical instruments; prepare checklists.
- ___ Conservation - assist with preservation of collections.
- ___ Curatorial Assistant - assist with a variety of basic curatorial functions.
- ___ Documentation - conduct systematic measurements and detailed descriptions of portions of NMM's collections.
- ___ Education - develop school lending materials; create new NMM website presence geared specifically toward children.
- ___ Museum Management - assist with reception desk, gift shop, visitor surveys, public affairs, and marketing.
- ___ Oral History - conduct interviews relating to South Dakota/regional music history and/or NMM's collections.
- ___ Research - compile research databases for in-house use.
- ___ Website Development - assist with preparation and posting of materials on NMM's website.
- ___ I am interested in a wide variety of museum functions and would accept any placement that matches my skills.

Letters of Recommendation

From current or former professors or colleagues; please include three (3) with your application or send separately. Please list names and addresses of those persons you have asked to provide letters of recommendation:

1. _____ 2. _____
3. _____

Relevant work/volunteer experience/other educational experience

Company/Organization	Position	Dates

Computer skills

What are your computer skills for each item below? (Rank each one as "beginner," "intermediate," "advanced," or "no experience.")

PC? or MAC? (designate which) _____

Word Processing - Microsoft Word? _____

Databases - Microsoft Access? _____

Spreadsheets - Microsoft Excel? _____

Website management/editing - Macromedia Dreamweaver? _____

Internet experience (please describe)? _____

Digital Imaging - PhotoShop? _____

Other (specify)? _____

Other Systems or Software (please describe)? _____

Availability

When are you available to participate in a summer internship? Please provide specific beginning and ending dates.
Internships are usually a minimum of 12 to 14 weeks in length.

Do you expect the internship to fulfill an academic requirement? Yes No

If yes, please explain _____

Do you wish to receive academic credit for the internship? Yes No

Essay 500 words

On a separate sheet of paper, describe why you would like to participate in the NMM's Internship Program. Include career goals, your interest in museum work, and what skills you have to contribute.

Finalists selected will be invited for interviews in person or by telephone.

Send your completed application packet to:

Dr. Margaret Downie Banks, Curator
National Music Museum
The University of South Dakota
414 East Clark Street
Vermillion, SD 57069

Application checklist:

- Cover letter
- Application
- Three recommendations
- Résumé
- Essay
- Official academic transcript(s), if appropriate

For more information:

Telephone: (605) 677-5306
Fax: (605) 677-6995
E-mail: nmm@usd.edu or visit www.nmmusd.org

For office use only

Application received

Interview date