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INTERNSHIP APPLICATION

Please indicate the type of internship and semester for which you are applying:

☐ Curatorial

☐ Education/Interpretation

☐ Public Programming

☐ Fall

☐ Spring

☐ Summer

APPLICANT CONTACT INFORMATION

Name: _____

E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

ACADEMIC INFORMATION

Current (or most recent) college/university

Name: _____

City/State: _____

Major: _____

Minor (or second major): _____

(Anticipated) Graduation Date: _____

Please list relevant coursework:

Other college/university study:

Name: _____

City/State: _____

Major: _____

Minor (or second major): _____

Graduation Date/Degree: _____

Please list relevant coursework:

DO YOU PLAN TO SEEK ACADEMIC CREDIT FOR THIS INTERNSHIP? ☐ Yes ☐ No

If yes, how many hours (total) are you required to complete? _____

**The TR Site is happy to assist interns in obtaining academic credit. However, it is the intern's responsibility to find out about their school's requirements and process for receiving credit.*

AVAILABILITY

Specific available dates _____ to _____

Number of hours available each week: _____

If known, please indicate your availability:

MONDAYS: ☐ mornings / ☐ afternoons

TUESDAYS: ☐ mornings / ☐ afternoons

WEDNESDAYS: ☐ mornings / ☐ afternoons

THURSDAYS: ☐ mornings / ☐ afternoons

FRIDAYS: ☐ mornings / ☐ afternoons

AREAS OF INTEREST

Please rank your **top 3** areas of interest below. This will help us match applicants with available projects.

____ Collections Management

____ Public Programming

____ Education

____ Tour Guiding/Visitor Services

____ Exhibitions

____ Communications/Marketing

____ Audience Research

____ Other: _____

RELEVANT SKILLS

Please check any boxes where you have had training and/or experience.

☐ Data entry

☐ Script writing

☐ Graphic design

☐ ASL

☐ Photography

☐ Customer Service

☐ Tour guiding

☐ Editing

☐ Art/artifact handling

☐ Research

☐ Cataloguing

☐ Teaching

☐ Transcription

☐ Public programming

☐ Public speaking

☐ Other: _____

Please list any other special skills you have that may be relevant to an internship at the TR Site (computer proficiencies, foreign languages, etc.):

PERSONAL STATEMENT

Please describe why you are interested in an internship at the Theodore Roosevelt Inaugural Site and what kind of work you envision performing during the internship. It is appropriate to comment on your goals, including career and educational objectives, and how the internship would assist you in achieving those goals. *(Less than 500 words or 3-5 minute video or presentation. If submitting video, please insert link below.)*

WORK AND/OR VOLUNTEER EXPERIENCE

Please list or describe your relevant work and/or volunteer experience below.
(attach additional pages, if necessary)

REFERENCES

Please provide the names, titles, and contact information – including e-mail addresses - for three (3) professional and/or academic references.

1. Name: _____ Title: _____
E-mail: _____ Phone: _____
2. Name: _____ Title: _____
E-mail: _____ Phone: _____
3. Name: _____ Title: _____
E-mail: _____ Phone: _____

EMERGENCY CONTACT PERSON

Name: _____
Relationship: _____
Telephone Number: _____

Please return completed form via e-mail to:
info@trsinfo.org