



Robert Frederick Smith Fund Offsite Internship Application Coversheet Summer 2019

Applications Due by 11:59 p.m. on February 15, 2019

First Name

Last Name

Email

Phone

College/University

Graduation Year

Permanent Address

Are you authorized to work in the United States?

Yes

No

How do you qualify for this internship?

Undergraduate student having completed at least one full year of study

Current graduate student

Recent graduate (up to 2 years past graduation)

Career-changer with less than 2 years' experience in the cultural field

Strongest consideration will be given to applicants with no more than 1-2 prior related work or internship experiences. Applications from individuals who have had prior internships or fellowships with any unit of the Smithsonian Institution will not be considered.

Please select **up to 3 internship** positions of interest.* Please note that if you also wish to be considered for a Smith Fund position located at the National Museum of African American History and Culture (NMAAHC) in Washington, DC, you must also apply through the [Smithsonian Office of Fellowships and Internships online application system](https://nmaahc.si.edu/RFSInterns).

Archives

Apollo Theater Archives; New York, NY

Transcription and Metadata

Maine Historical Society; Portland, ME

Oral History Transcription

Bethune-Cookman University; Daytona Beach, FL

Digital Processing of African American Collections

Senator John Heinz History Center; Pittsburgh, PA

Processing and Digitization

Chicago History Museum; Chicago, IL

Oral History and Digitization

Stagville State Historic Site; Durham, NC

*To view detailed position descriptions, visit <https://nmaahc.si.edu/RFSInterns>

How did you first hear about the Robert Frederick Smith Fund Internships program?

Professor (please specify academic department: _____)

University Career Center

Job Board (please specify: _____)

Student/Colleague/Friend

Career Fair

Online Search Engine

Facebook

Twitter

NMAAHC Website

Other:

Will you need to pay rent during your internship term? Yes No

If yes, do you want to receive the \$150 per week housing and transportation stipend? Yes No

Application Requirements:

- Application Form
- Cover letter (no more than two pages)
- Resume
- Unofficial transcript(s)
- 2 academic and/or professional letters of recommendation. Letters of recommendation should be submitted by the intern applicant along with all other application materials.

Send completed applications to RFSInternships@si.edu with the subject heading: “**First Name_Last Name – Internship Application 2019**”. Files should be attached as Word or PDF documents. Applications submitted as Google documents, links to files, or other cloud platform applications will not be considered.

Thank you for your interest in the Robert Frederick Smith Internship Program. NMAAHC will send a confirmation e-mail within two business days of receiving your completed application. If you do not receive a confirmation, please contact RFSInternships@si.edu or call 202-633-4511.

OPTIONAL DEMOGRAPHIC INFORMATION

The information provided in this section is optional and not part of the selection process. Your responses will have no effect on your consideration.

Gender Male Female Write something in

Racial Identification(s) Check as many as apply.

Ethnicity

American Indian or Alaska Native

Hispanic

Asian

Non-Hispanic

Black or African American

Hispanic or Latinx

Native Hawaiian or Other Pacific Islander

White

Write something in