



Robert Frederick Smith Fund Internships and Fellowships Summer 2018 Host Organization Application

PROGRAM BACKGROUND

The Robert Frederick Smith Fund for the Digitization and Curation of African American History was established to advance the digital curation, community outreach, and internship initiatives at the Smithsonian Institution's National Museum of African American History and Culture (NMAAHC). As part of the Smith Fund Internship and Fellowship Program, the Museum will select and provide funding for interns who will be located offsite at select African American museums, art galleries and museums of Historically Black Colleges and Universities (HBCUs), cultural institutions and historic sites, or other related institutions dedicated to the study and preservation of African American History and Culture ("Host Organization"). All internship opportunities within this program will focus on work related to digital imaging, media preservation, digital preservation of personal and community objects, digital content management, collections information management, recording and preserving oral histories, or digital filmmaking. Selection and oversight of interns will be done by NMAAHC in collaboration with the Host Organization and in accordance with Smithsonian policies and procedures.

The purpose of the Robert Frederick Smith Fund Internships and Fellowships program is to provide a guided learning experience consisting of hands-on training, mentoring, attendance at educational events, and cultivation of contacts for the next generation of researchers, scholars, curators, and other museum, library, preservation, and heritage professionals – individuals who will assume the mantle of identifying, documenting, curating, and digitizing treasured artifacts that reflect African American history and culture. The program seeks to build a professional pipeline for historically underrepresented individuals to grow successful careers in the cultural sector. In order to achieve this, projects must be specific, meaningful, and have reasonable expectations for completion within the 12-week internship period.

Organizations selected to host offsite interns will be required to enter into a Host Organization Internship Agreement which will set forth the requirements for hosting interns. Among other details, Host Organizations are responsible for providing space for the intern(s), day-to-day supervision of the intern(s) in accordance with the approved project description, payment of the prescribed stipend, and for collaborating with NMAAHC to evaluate intern progress and provide professional development programming. Selected Host Organizations may seek to renew this summer internship program for up to two additional years, based on ability to successfully host the intern(s).

INTERNSHIP GUIDELINES

- Open to undergraduate (having completed at least one year) and graduate students or career-changers working in the museum field less than two years;
- At least 35-40 hours per week appointments for 12 weeks, with flexible start and end dates;
- \$600 per week stipend per intern. NMAAHC provides funding to the Host Organization, which is responsible for providing payment to interns. Stipends are not intended as compensation or salary, but to defray intern living expenses during the tenure of the internship; and
- Housing and transportation stipends for interns are available based on need and will be provided to the Host Organization for distribution to eligible interns.

APPLICATION INSTRUCTIONS

Please complete all fields of this application, including the detailed project description per the guidelines on page five. Complete applications should be submitted as a Word or PDF attachment to RFSInternships@si.edu with the email subject: "Host Application 2018-Organization Name" no later than 11:59 p.m. November 15, 2017.

Applications submitted as Google documents, links to files, or other cloud platform applications will not be considered.

ORGANIZATIONAL OVERVIEW

Organization:

Address:

Mission:

Does the organization have past experience hosting interns? If so, please describe:

PROPOSAL

Name of Intern Supervisor:

Job Title:

Brief Bio:

Department:

Email:

Phone:

Number of interns requested (up to 2):

Project Description(s) – See guidelines on page five.

Internship/Position Title:

Project
Overview:

Duties
and
Tasks:

Learning
Goals:

Organizational
Goals:

Opportunities
for
Participation:

Mentorship:

Intern Schedule:

Intern Prerequisites (please indicate which are necessary and which are preferred):

Preferred academic majors and departments which are appropriate to the project, for recruitment:

Can you provide the intern access to the Executive Director, Artistic Director or other senior leadership either through an informational interview, informal lunch, or other similar activity? Yes No

Do you have a plan for promoting this internship opportunity? If yes, please describe:

EXPECTATIONS & COMMITMENTS

Selected organizations will enter into a Host Organization Intern Agreement with NMAAHC. A sample Agreement begins on page six.

TIMELINE

- Host applications accepted by NMAAHC until 11:59 p.m. November 15, 2017
- Host application processing, review, and selection by NMAAHC through December 1, 2017
- Host organizations notified of their status by December 1, 2017
- Intern applications accepted by NMAAHC from January 2, 2018 until 11:59 p.m. March 15, 2018
- NMAAHC processes applications and reviews intern applications for eligibility by March 22, 2018
- NMAAHC sends eligible, complete internship applications to Host Organizations by March 23, 2018
- Host Organization reviews applications and conducts interviews March 25 – April 6, 2018
- Host Organization submits preferred choices to NMAAHC by April 9, 2018 for final approval and selection by NMAAHC
- **NOTE: Host Organizations are not authorized to finalize intern selections prior to receiving NMAAHC approval. If NMAAHC rejects a Host Organization's choice, the Host Organization may submit a substitute for consideration by NMAAHC.**
- Interns will be notified of their final status by NMAAHC on or before April 13, 2018

QUESTIONS

If you have any questions that are not answered in this application or on our website, please e-mail RFSInternships@si.edu or call 202-633-4511.

Thank you for submitting an application to host a Robert Frederick Smith Fund intern. NMAAHC staff will send a confirmation e-mail within two business days of receiving your completed application. If you do not receive a confirmation e-mail, please contact RFSInternships@si.edu or call 202-633-4511.

Project Description Guidelines

Projects must be specific, meaningful, and have reasonable expectations for completion within the 12-week internship. If you are requesting two interns, please provide separate project descriptions for each position.

Internship/Position Title:

Project Overview

Please provide a general overview of the department and specifics about the proposed intern project. The project can be part of ongoing operations for the organization and department, but should be substantive.

Duties and Tasks

What activities can the intern expect to do each day? Be specific, realistic, and list the tasks in bullet form.

Learning Goals

What can the intern expect to learn? Be specific and list the outcomes in bullet form.

Organizational Goals

What does the Host Organization hope to gain from this internship?

Opportunities for Participation

Please list what opportunities can be available for the intern to learn about your organization outside of the official internship project.

Mentorship

Please describe how you plan to mentor the intern throughout the 12 weeks.

Intern Schedule

Internships are 35-40 hours per week for 12 weeks. Please list proposed start and end dates as well as a weekly schedule. Will after-hours or event participation be required?

Payment

NMAAHC will pay to the Host Organization a fixed amount of \$600/week per intern, \$150/week per intern indicating need for the housing and transportation stipend, plus \$500 per intern for the Host Organization to use to support operations and supervision. Host Organizations are responsible for providing the stipend to the intern and processing the payment in accordance with applicable law. Financial support for intern attendance at the Association of African American Museums Annual Conference will also be provided by NMAAHC to the organization.

Notify NMAAHC at RFSInternships@si.edu of any changes to the above.

Smithsonian Institution
National Museum of African American History and Culture
Host Organization Internship Agreement

NOTE: SAMPLE AGREEMENT ONLY; TERMS ARE SUBJECT TO CHANGE

This Host Organization Internship Agreement ("Host Agreement") is entered into this ____ day of _____, 20__, by and between the Smithsonian Institution, a trust instrumentality of the United States, by and on behalf of the National Museum of African American History and Culture ("NMAAHC") and _____, a _____ ("Host Organization").

Whereas, the mission of the National Museum of African American History and Culture (NMAAHC) is to provide for the collection, study, and establishment of programs and exhibitions relating to African American life, history, art, and culture and further to collaborate with other museums, historically black colleges and universities, historical societies, educational institutions, and other organizations to, among other things, identify, manage and care for collections and train museum professionals; and

Whereas, the Robert Frederick Smith Fund for the Digitization and Curation of African American History was established to advance the digital curation, community outreach, and internship initiatives at NMAAHC by selecting and funding interns who will receive training at offsite internships at such institutions;

Whereas, all internship opportunities within this program will focus on providing a guided learning and training experience for interns related to digital imaging, media preservation, digital preservation of personal and community objects, digital content management, collections information management, recording and preserving oral histories, and/or digital filmmaking; and

Whereas, Host Organization _____, [describe mission of Host Institution].

A. Internship Details

1. Selection of Interns. The interns will be chosen from among graduate students, undergraduate students, and/or career-changers in the cultural field less than two years. The selection of interns will be completed in accordance with the procedures and timeline outlined in the Host Organization Application. Host Organization agrees to cooperate with NMAAHC to review intern applications, conduct interviews, and indicate preferences in accordance with the timeline provided by NMAAHC in the application process, with the understanding that final selection of interns will be undertaken by NMAAHC.
2. Funding. NMAAHC, through the Robert F. Smith Fund program, will provide funding to Host Organization for up to two (2) interns as follows:
 - a. Two (2) \$7,200 stipends to support two (2) interns who will participate in the internship onsite at the Host Organization between thirty-five (35) and forty (40) hours a week over the course of twelve (12) weeks.
 - b. In addition to the stipends, NMAAHC may also provide an additional \$_____ (\$_____/intern) to support the two (2) interns to attend the annual Association of African American Museums conference. (Using these funds, interns will be responsible for securing transportation, housing, and conference registration at the student rate.)

- c. NMAAHC will provide to the Host Organization \$500 per intern to support administrative operations and intern supervision.
3. **Internship Objectives and Supervision.** The internship(s) funded by the RFS project are intended to provide a hands-on and guided learning experience that provides meaningful and realistic experiences for intern(s) in the fields of digitization and preservation of museum collections. To achieve these goals, the Host Organization specifically agrees to:
- Cooperate with NMAAHC to ensure that the interns receive mentoring, supervision, and feedback;
 - Meet weekly with the intern(s) to reflect on the knowledge and skills that are being developed, and the progress that has been made in attaining the goals of the internship;
 - Ensure that the interns are available to participate in an online orientation conducted by NMAAHC prior to the internship start date;
 - Participate in an online supervisor orientation conducted by NMAAHC prior to the internship start date;
 - Provide meaningful project(s) and provide dedicated work space, office supplies, and technology required for the intern(s) to successfully complete the project(s);
 - Dedicate an adequate amount of time and resources to support the interns' learning goals;
 - Participate in mid- and end-point evaluations conducted jointly by NMAAHC and the Host Organization to assess learning of the intern(s) throughout the course of the internship(s);
 - Involve the intern(s) in the work of the Host Organization at appropriate opportunities;
 - Allow intern(s) to participate in professional development activities coordinated by NMAAHC and Host Organization, including attendance at the annual Association of African American Museums (AAAM) conference and enrollment in webinars;
 - Provide opportunities for intern(s) to network and learn from experts and practitioners from across the museum and preservation fields;
 - Provide an inclusive and supportive learning environment and demonstrate an organizational commitment to the mission of the RFS Fund project;
 - Prepare a final assessment as part of the final report to NMAAHC to evaluate the success of the internship;
 - Provide photographs of intern(s) engaged in their projects to NMAAHC for use in promoting the RFS internship program; and
 - Abide by NMAAHC media guidelines that include guidance on how to reference the relationship between NMAAHC and the Host Organization, including references on social media and in other reports of Host Organization's activities.

4. **Internship Project [insert details of specific project(c) with the Host Organization]**

5. **Period of Performance, Invoicing, and Payment Schedule**

- All work under this Host Organization Agreement shall be completed between the date of signing and _____.
- This Host Organization Agreement may be renewed for two successive one-year periods upon successful completion of the initial internship(s) and mutual agreement of the parties;
- The designated supervisor for the intern(s) is: _____ . Supervisor is responsible for submitting all deliverables and invoices to the attention of NMAAHC's Authorized Representative, as set forth in Section E below.
- Host Organization may invoice NMAAHC for a single payment of \$_____ (\$7,700 per intern) upon the signing of this Host Organization Agreement.

5. Host Organization may invoice NMAAHC as of _____ for a single payment of \$_____ (\$_____) for intern travel and registration to attend the annual AAAM Conference. In the unlikely event that NMAAHC provides funding for intern travel and registration to the Host Organization and the intern fails to attend the AAAM Conference without providing a good cause for such failure, the Host Organization agrees to refund to NMAAHC the costs paid for intern attendance.

D. Representatives of the Parties

1. For purposes of the day-to-day implementation of this agreement, NMAAHC will be represented by: Anjali Lalani, _____. NMAAHC's Representative shall be responsible for:
 - a. Serving as the co-mentor for the intern(s), conducting orientation, and serving as liaison with the Host Organization;
 - b. Resolution of issues that may arise between Host Organization and the intern(s) or the Smithsonian in connection with such matters as Host Organization's compliance with the terms of this Agreement;
 - c. Evaluation of the overall success of the internships;
 - d. Approval of all invoices.
2. For purposes of the day-to-day implementation of this Agreement, Host Organization will be represented by: _____. Host Organization's Representative shall be responsible for:
 - a. Coordinating with NMAAHC and preparing such evaluations and other deliverables as required under this Agreement;
 - b. Making available such records, reports, and facilities as may be required by the NMAAHC Representative to effectively and efficiently fulfill the terms of this Agreement;
 - c. Submitting invoices to the NMAAHC Representative.
3. The Authorized Representatives of the parties do not have authority to modify any of the terms of this Host Organization Agreement.

DI. Disputes and Termination

1. In the event of a disagreement between the parties, the parties will make a good faith effort to resolve them informally by the Authorized Representative of the parties. If they are unable to do so, the matter will be referred to the Directors of the respective organizations for resolution.
2. NMAAHC reserves the right to terminate an intern for material violation of the terms of the internship or for other just cause and, upon notice to the Host Organization of such termination, Host Organization agrees to cooperate with NMAAHC to remove the intern(s).
3. This Host Organization Agreement may be terminated for material breach of the terms of this Agreement. The party seeking to terminate shall provide written notice of the material breach and provide the other party with ten (10) business days to cure the breach. Thereafter, this Agreement may be terminated.

AGREED

**NATIONAL MUSEUM OF AFRICAN AMERICAN
HISTORY AND CULTURE**

HOST ORGANIZATION

Date:

Date