



Internship Application

P.O. Box 810
Staunton, VA 24402
Phone Number: (540) 332-7850
Fax Number: (540) 332-9989
Email: info@fcmv.virginia.gov
Website: www.frontiermuseum.org

The Frontier Culture Museum is currently accepting applications for unpaid interns for the upcoming year. Our museum is able to offer a wide range of internship opportunities throughout the museum. We are interested in dedicated students with majors in history, education, historic preservation, business and accounting, marketing, and agricultural and animal sciences. All interns must have completed at least one year of college before the start of the internship.

Intern Application Season Due Dates:	Spring 2012:	March 16, 2012
	Summer 2012:	May 11, 2012
	Fall 2012:	August 31, 2012
	Winter 2012/2013:	December 14, 2012

Description of Internship Areas of Interest:

- Interpretation/Education:** Serve as part of an interpretive and educational team throughout the museum. You will assist in conducting school programs, summer camps, and other educational events. You may wear period clothing and work on-site after observation and training. You will work under the direction of full-time staff and conduct a variety of hands-on demonstrations for students or visitors. Must have strong public speaking skills.
- Historic Preservation:** You will assist full-time staff in the maintenance and construction of historic buildings throughout the museum.
- Curatorial/Research & Collections:** You will assist full-time staff in curatorial and research projects. Must have strong organizational skills.
- Marketing:** You will assist full-time staff in the marketing department. Must have strong organizational and computer skills.
- Livestock:** You will assist full-time staff in the care of livestock throughout the museum.

All interns are required to complete a short training program within their internship area. All interns must complete a short research project and fulfill the requirements of their college or university internship program if applicable. These positions may require the ability to work outdoors in hot or cold weather; to perform some heavy lifting; to work with tools; to work with animals; and to greet and talk with visitors.

Please complete the entire application form and return with a copy of your most recent transcript and a brief chronological resume. The Frontier Culture Museum is an equal opportunity employer and strongly encourages minorities to apply for internships. Application must be signed, dated and received no later than applicable deadline to be eligible for consideration.

Return Application by email to andrew.richardson@frontiermuseum.org or by mail to:

Andrew Richardson
Frontier Culture Museum
P.O. Box 810
Staunton, VA 24402

For more information on these internship positions please e-mail andrew.richardson@frontiermuseum.org.

I. Background Information

Last Name:	First Name:	MI:
College or University:		Major:
School Address (Street):		Apt/Unit:
City:	State:	ZIP:
Home Address (Street):		Apt/Unit:
City:	State:	ZIP:
Phone:	Cell:	Email:
Date of Birth (Eligible Interns must be 18 years of age):		Sex: M <input type="checkbox"/> F <input type="checkbox"/>
Year: Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate <input type="checkbox"/> Other:		
GPA:		

II. Applicant Statement (Submit on separate sheet)

On an attached written sheet (no longer than one page), please provide a statement of why you wish to intern at the Frontier Culture Museum.

II. Related Skills and/or Activities

a.
b:
c:

IV. Advisor and/or Faculty Recommendation (Submit on separate sheet)

Please indicate the abilities of this applicant relative to his/her activities and academic achievements. Include any skills or traits you believe make this student a strong internship candidate at the Frontier Culture Museum.

V. Personal Reference (Submit on separate sheet)

Please indicate the abilities of this applicant relative to his/her activities and achievements. Include any skills or traits you believe make this person a strong internship candidate at the Frontier Culture Museum.

VI. How did you hear about this Internship?

Professor/Faculty <input type="checkbox"/> Friend/Family <input type="checkbox"/> Museum Website <input type="checkbox"/> Prior Interns (Name:)
Other:

VII. Season and Area of Interest

Season applying for:	Area of Interest:
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VII. Conviction/Offenses

Have you ever been convicted* for any violation(s) of law, including moving traffic violations. Yes No
If YES, please provide the following:

Description of offense:		
Statute or ordinance (if known):	Date of Charge:	Date of Conviction:
County, City, State of Conviction:		

(For additional convictions use plain paper. Include all information listed above.)

*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.

IX. Signature of Applicant

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any internship in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts.

Applicant Signature:	Date:
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