The Mary Manly Internship with the ACU Museum

Participation Requirements

* Must be a currently enrolled junior, senior, or graduate student having an interest in history, museum studies, or a related field
* Must submit an application that includes a written statement discussing your interest in the preservation of history and museum studies, and detailing what is expected to be gained in the internship

Experience and Skills Required

* Good organization skills and attention to detail
* Ability to work independently or in a group
* Experience with databases preferred
* Professional dress and behavior

Job Description

* Help create a museum database
* Organize and store new and existing acquisitions
* Research acquisitions and record them in database
* Create or revise one museum display
* Submit a written program evaluation at the end of the internship
* Approximately ten hours per week (unpaid)

ACU Museum’s Responsibilities to Interns

* Provide orientation, including museum tour and overview of museum’s vision
* Clearly define work expectations and provide materials needed to complete tasks
* Clearly define actual time to be worked
* Provide the intern with timely feedback
* Provide supervision and assistance with all tasks

Contact Dr. Elliott ([kelly.elliott@acu.edu](mailto:kelly.elliott@acu.edu)) for more information. Applications are due to Dr. Elliott’s box by September 30, 2013. Work will begin in early October.

Contact the History Department for information regarding Spring applications.

APPLICATION BELOW

**ACU Museum’s Mary Manly Internship**

**Name­­­­­­­­­­­­­­­­­­­­­­­­­­**

(Last) (First) (Middle Initial)

**Classification**

(Must be a currently enrolled junior, senior, or graduate student)

**Academic Major/Minor**

**Current GPA**

This internship is for one semester with a commitment of approximately ten hours per week for fifteen weeks. An intern may reapply to continue the internship following the semester’s end.

Explain in detail your interest in the preservation of history and the workings of the ACU Museum. Include in this paragraph what you expect to gain from this experience.

Please attach your resume to this application. Do include work and volunteer history.

(Signature) (Date)