The Gould Center for Humanistic Studies is pleased to offer a sponsored internship for summer 2021 at the National Women’s History Museum in Alexandria, Virginia. The National Women’s History Museum seeks to tell the stories of women who transformed the United States through a state-of-the-art online presence and a future physical museum to educate, inspire and shape the future. The National Women’s History Museum seeks to provide a complete view of American history.

The Gould Center partnered internship program is open to CMC first years, sophomores, and juniors with preference given to students majoring in the humanities. CMC will provide funding awards of $4,000 - $5,000 to assist with living expenses associated with the full-time internship. All sponsored interns must complete the requirement of INT 198: Internship for academic credit. The deadline for applications for this internship is Thursday, April 15, 2021 by 5:00PM.

Description of the summer internship project

The National Women's History Museum is seeking a highly motivated, creative, and detail-oriented intern to assist with a variety of education- and communications-related tasks including, but not limited to, historic research, content creation, image rights acquisition, and administrative assistance. Candidates must be able to work at least 30 hours per week for a total minimum of 200 work hours over the course of the summer internship. Interns will plan to work remotely unless otherwise indicated.

Goals and objectives

Key Responsibilities:
- answer inquiries from researchers and students
- manage the editorial calendar for all electronic and print publications
- conduct outreach to potential partner organizations and guest authors
- prepare content for social media, blog, newsletters, and the website.

Prerequisites

Qualifications should include:
- Current upper-level undergraduate in History, Literature, Public Policy, International Relations, Philosophy or Religious Studies or a related field.
- Excellent interpersonal, organizational, and writing skills. Applicants should possess strong research, writing and communication skills as well as the ability to multitask.
- Experience with historical content highly preferred. Prior experience with historic research in libraries and archives strongly preferred.
- Experience using Microsoft suite including Word, Excel, and PowerPoint
Experience using Twitter, Instagram, Facebook, LinkedIn, and YouTube
Experience using Canva or other graphic design program
Ability to conduct verifiable online research
Motivated to work independently

Application Instructions
This internship is open to CMC first years, sophomores, and juniors. Applicants should have a minimum GPA of 8.5 and be in good standing with the College, as verified by the Dean of Students Office.

The deadline is Thursday, April 15, 2021 at 5:00 p.m. Materials to be submitted include:

- Resume or CV
- Cover Letter introducing yourself
- Unofficial Transcript, which you can obtain from CMC’s student portal or Registrar’s Office.
- A Preliminary Budget of summer expenses. Include an explanation of how it was developed.
- Personal Statement. Please answer the following questions as a part of your personal statement.
  - Why do you want to do an internship with this organization?
  - Why your qualifications make you the best candidate for this internship? What value can you add to the organization as an intern?
  - What are your expectations from this internship?
  - How will this internship further your development and relate to your major career goals?
- Confirmation of Faculty Advisor. Please include the name and email contact for one faculty member who can speak to your qualifications for this internship.

If selected, you will need to submit a Detailed Budget for final approval.

For more information, contact Professor Esther Chung-Kim, Associate Director of the Gould Center, at echungkim@cmc.edu