Museum Internships
January – December 2016

The Kalamazoo Valley Museum offers unpaid internships for qualifying college students in both the Educational Programs Department and the Collections/Exhibits Department.* Candidates must be available to work weekdays, Monday-Friday, anytime during the hours of 9 am to 5 pm. In the summer (beginning in June), work hours are limited to Mon-Thurs 9-5. We require that summer interns limit total working hours to 120. During other semesters, number of work hours can be up to 240.

Interns are assigned a project that they will be responsible for completing during the semester. That project is determined after an interview with the prospective intern. We try to design the project around the interests of the intern, but also on the needs of the Museum.

To be considered for an internship at the Museum, please submit your resume and a letter of interest based on the schedule below.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Submit Application by</th>
<th>Interview, Background Check &amp; Notification by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter 2016 (Jan.-Apr.)</td>
<td>Friday, Oct. 2, 2015</td>
<td>Friday, Nov. 6, 2015</td>
</tr>
<tr>
<td>Summer I 2016 (May-Jun.)</td>
<td>Friday, Feb. 5, 2016</td>
<td>Friday, Mar. 4, 2016</td>
</tr>
<tr>
<td>Summer II 2016 (Jun.-Jul.)</td>
<td>Friday, Mar. 11, 2016</td>
<td>Friday, Apr. 8, 2016</td>
</tr>
<tr>
<td>Fall 2016 (Sep.-Dec.)</td>
<td>Friday, Apr. 22, 2016</td>
<td>Friday, May 20, 2016</td>
</tr>
</tbody>
</table>

Submit your resume and letter of interest to one of the following:

For Collections Interns:
Julie Bunke
Assistant Director for Material Culture
jbunke@kvcc.edu

For Education Interns:
Elspeth Inglis
Assistant Director for Programs
inglis@kvcc.edu

Please note, each department offers a single internship per semester. It is KVCC policy that all interns must pass a criminal background check. If working in the Collections Department, the candidate must also pass a credit check.

* The Rachal J. Badra Memorial KVM Intern Stipend is awarded twice annually to qualified KVM interns.