

**NATIONAL MUSIC MUSEUM**  
**On the campus of the University of South Dakota**

**INTERNSHIP APPLICATION**  
**Choose internship category below:**

- Arne B. Larson Internship
- Curatorial Internship

**Availability:**

- Summer semester (May-August)\*
- Fall semester (August-December)\*
- Spring semester (January-May)\*

\*Internships averages 13-16 weeks in length.

Please print and fill out all sections completely.

**I. Name** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

**Permanent Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**School Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Send correspondence to:** \_\_\_ Permanent Address (Dates: \_\_\_\_\_ ) \_\_\_ School Address (Dates: \_\_\_\_\_ )

**College** \_\_\_\_\_ **Date of graduation** \_\_\_\_\_

**Degree** \_\_\_\_\_ **Field of study** \_\_\_\_\_

**Relevant Courses:** \_\_\_\_\_

Please include an academic transcript from your college or university (if you are currently enrolled or a recent graduate)

**Graduate School** \_\_\_\_\_ **Date of graduation** \_\_\_\_\_

**Degree** \_\_\_\_\_ **Field of study** \_\_\_\_\_

**Relevant Courses:** \_\_\_\_\_

Please include an academic transcript from your college or university (if you are currently enrolled or a recent graduate)

**II. Three (3) Confidential Letters of Recommendation**

From current or former professors or colleagues; please arrange for three (3) confidential letters of recommendation to be submitted separately, either by email or postal mail. Please list names and addresses of those persons you have asked to provide letters of recommendation:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**III. Relevant work/volunteer experience/other educational experience**

Company/Organization	Position	Dates

#### IV. Computer skills

What are your computer skills for each item below? (Rank each one as "beginner," "intermediate," "advanced," or "no experience.")

PC? or MAC? (designate which) \_\_\_\_\_

Word Processing - Microsoft Word? \_\_\_\_\_

Databases - Microsoft Access? TMS? \_\_\_\_\_

Spreadsheets - Microsoft Excel? \_\_\_\_\_

Digital Imaging - PhotoShop? \_\_\_\_\_

Other (specify)? \_\_\_\_\_

Other Systems or Software (please describe)? \_\_\_\_\_

#### V. Availability

When are you available to participate in an internship? Please provide specific beginning and ending dates. Internships are usually a minimum of 13 to 16 weeks in length.

VI. Do you expect the internship to fulfill an academic requirement? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

#### VII. Essay at least 500 words

On a separate sheet, describe why you would like to participate in the NMM's Internship Program. Include a discussion of a specific focus project to be undertaken (for Arne B. Larson applicants only), your career goals, your interest in museum work, and what skills you have that will contribute to the successful completion of the internship.

Finalists for these competitive internships may be invited for interviews in person, by telephone, or through Skype.

#### VIII. Email OR mail your completed application packet to:

Email: [Margaret.Banks@usd.edu](mailto:Margaret.Banks@usd.edu)

Mail: Dr. Margaret Downie Banks, Internship Coordinator  
National Music Museum  
The University of South Dakota  
414 East Clark Street  
Vermillion, SD 57069

#### For more information:

Telephone: (605) 677-5306

Fax: (605) 677-6995

E-mail: [Margaret.Banks@usd.edu](mailto:Margaret.Banks@usd.edu)

Visit: [www.nmmusd.org](http://www.nmmusd.org)

#### Application checklist:

- \_\_\_ Cover letter
- \_\_\_ Application
- \_\_\_ Three confidential recommendations
- \_\_\_ Résumé
- \_\_\_ Essay
- \_\_\_ Academic transcript(s), if appropriate

For office use only

Application received

Interview date

**Application Deadlines:**  
**November 15 (for spring semester)**  
**March 15 (for summer)**  
**June 15 (for fall semester)**