

A stylized sun graphic in the top right corner, composed of blue rays of varying lengths radiating from a central point.

# SMITHSONIAN INTERNSHIPS INFORMATION SESSION

Internship Opportunities Focused on  
Increasing Diversity

# Smithsonian Institution (SI)

The world's largest museum and research complex:

- Founded in 1846
- 21 museums (not all in Washington, DC)
- 9 research centers + a recording label + the National Zoo
- 21 Branch Libraries
- Approximately 6,700 employees and 13,500 volunteers
- Approximately 3,500 interns, fellows, & researchers annually
- Quasi-Federal Agency (mixed federal and trust funds)
- 215 Affiliate Museums (US, Puerto Rico, Panama)



# What we'll cover

## I. Museum/Unit-Specific Programs

- Asian Pacific American Center (APAC)
- Center for Folklife and Cultural Heritage (CFCH)
- National Museum of the American Indian (NMAI)
- National Museum of African American History and Culture (NMAAHC)

## II. Centralized Programs

- Conservation Internship for Broadening Access (OAAI)
- Because of Her Story Internship (SAWHM)
- Latino Museum Studies Program (NMAL)
- Robert F. Smith Internships (NMAAHC)

Please note this is not an exhaustive list of programs focused on diversity pathways at the Smithsonian. To learn about other opportunities please visit <https://www.si.edu/ofc>.

## III. Smithsonian-wide Resources and Application Tips

# Program Commonalities

- Apply through SOLAA (Smithsonian Online Academic Appointments) Portal
- Administered by an official Smithsonian unit
- Paid (stipend or in-kind)
- Year-round opportunities (Museum-specific)
- Annual opportunities (Centralized programs)
- Designed as learning experiences

# Part I

Asian Pacific American Center  
Center for Folklife and Cultural Heritage  
National Museum of the American Indian  
National Museum of African American History and Culture  
Q & A



# **Asian Pacific American Center Internships**

**Mia Cariello, Education Specialist  
APACInternship@si.edu**



# APAC's Internship Program

- Two Focus Tracks: Education and Operations
- 10 weeks
- Internship cycles: Summer, Spring, Fall
  - Summer: 35 hours a week
  - Spring/Fall: 10-17 hours a week
- Stipend
  - \$850 weekly stipend during the summer
  - Stipend varies in Spring and Fall depending on Intern hours



# Focus Track: Education

- Explore how museums can enhance learning and access to Asian American, Native Hawaiian, Pacific Islanders (AANHPI) histories and cultures
- Create educational materials to expand AANHPI representation in K-12 curriculum nationwide
- Assist in the creation of educational materials for upcoming exhibitions and galleries



# Focus Track: Operations

- Enhance understanding of museum operations, including procurement and budgetary procedures and processes
- Explore the inner-workings of APAC and how other Smithsonian units and community partners work together
- Assist in the logistics and development of APAC programming in upcoming galleries and exhibits

# Who is APAC's Ideal Candidate?

- Demonstrates interest in and commitment to AANHPI histories and communities
- Possesses strong communication skills, both verbal and written
- Is capable of working collaboratively and independently

## Education

- Flexible
- Curious
- Empathetic

## Operations

- Detail-oriented
- Organized
- Enjoys working behind the scenes

# Important Dates

## Summer 2024

- SOLAA Application Deadline: **February 9, 2024 at 11:59PM EST**
- Internship Start and End Dates: June 3 - August 9, 2024 (10 weeks)
- 35 hours per week – In Person

## Fall 2024

- SOLAA Application Opens: March 25, 2024
- SOLAA Application Deadline: May 17, 2024 at 11:59PM EST
- Internship Start and End Dates: September 9 - November 15, 2024 (10 weeks)
- 10-17 hours per week – In Person

## More information:

- <https://apa.si.edu/internships/>
- [APACInternship@si.edu](mailto:APACInternship@si.edu)
- Instagram: SmithsonianAPA

# **Center for Folklife and Cultural Heritage**

**Arlene Reiniger  
Sr. Program Specialist & Intern Coord.  
[Reiniger@si.edu](mailto:Reiniger@si.edu)**





# CFCH's 2024 Internship Program

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The 2024 Smithsonian Folklife Festival, produced by CFCH, will celebrate 20 years of the National Museum of the American Indian (NMAI) in Washington, D.C. Most summer internships are affiliated with the Festival, while other internships are with Folkways Recordings, Folklife Magazine, and other cultural vitality projects.

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Because of the theme of this year's Festival, spring and summer Festival interns should have an interest in Indigenous expressive culture and related fields.

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Festival dates are June 26-30 and July 3-7; internships should begin by early June and continue until mid-July and longer if possible. Internships need to be in-person in the weeks leading up to and during the Festival.

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# What Does the Internship Involve?

- Festival interns interact with traditional artists and culture bearers and support the production of large-scale, public educational programming. Interns work in:
  - Accessibility
  - Administration
  - Audiovisual Documentation
  - Curatorial Research and Planning
  - Foodways
  - Graphic Design
  - Participant and Volunteer Coordinator
  - Production and Operations
  - Sales and Marketplace
  - Social Media and Public Relations
  - Technical Crew
  - Visitor Surveys
  - Web Production



# Some Expected Learning Outcomes

- Practical experience working in a fast-paced, collaborative environment
- Understanding communication/problem-solving strategies in a wide range of situations
- Understanding of, and experience within, large-scale outdoor events
- Increased confidence in customer service and "front-line" visitor interactions
- Exposure to, and deepened understanding of, cultural heritage





# What Makes for an Ideal Candidate?

- Strong oral and written communication skills
- Comfortable working in Microsoft Office and shared platforms
- Organized, with a strong attention to detail
- Flexibility, adaptability, and aptitude for creative problem solving
- Strong collaborative working skills
- Comfortable working outdoors in high heat, humidity, and crowds





# Deadlines

**March 1** deadline for receiving applications for summer internships.

Rolling/no deadlines for receiving applications for Spring, Fall, Winter internships.



# **National Museum of the American Indian**

**Krishna Aniel, Community Services Specialist**  
**[NmailInterns@si.edu](mailto:NmailInterns@si.edu)**



# Internships at the National Museum of the American Indian

The National Museum of the American Indian (NMAI) offers 10 week internships over the Spring, Summer, and Fall terms. Internships are available at the NMAI in Washington, D.C., at the Cultural Resources Center in Suitland, MD, and the NMAI in New York, NY.

Interns complete projects using the resources of the NMAI and other Smithsonian offices. Internships are an opportunity for students to learn about the museum's collections, exhibitions, programs, and methodologies, and to meet professionals in the museum field.

Learn more at [nmai.si.edu/connect/internships](https://nmai.si.edu/connect/internships) or email [NMAIinterns@si.edu](mailto:NMAIinterns@si.edu).



Smithsonian  
National Museum of the American Indian



NATIONAL  
MUSEUM  
of the  
AMERICAN  
INDIAN





# Internships at NMAI

**DATES:** Spring internships begin the third full week of March; Summer internships begin the second full week of June; and Fall internships begin the last full week of September.

**STIPENDS:** An award to offset internship related costs (airfare, metro/subway, housing, lunch meals) may be provided based on available funds and financial needs.

**APPLICATION DEADLINES:** November 15 for Spring, March 1 for Summer, and July 15 for Fall term. Check the website for up-to-date information.

**ELIGIBILITY:** Applicants are generally undergraduate students, recent graduates, or graduate students. In your statement of interest, describe how the specific departments will align with academic or professional goals. A cumulative GPA of 3.0 is generally expected. All interested applicants, international and legal US residents, are encouraged to apply.



Smithsonian  
National Museum of the American Indian

## APPLICATION CHECKLIST

- ✓ Online SOLAA application
- ✓ Statement of interest
- ✓ Unofficial transcripts
- ✓ CV/ résumé
- ✓ Two letters of recommendation



# Smithsonian

National Museum of the American Indian

The museum offers internships over Spring, Summer, and Fall terms; below are internships listed by location. For a current list, visit [nmai.si.edu/connect/internships](http://nmai.si.edu/connect/internships).

## NMAI at the National Mall

- Collections Care
- Cultural Interpreter Program
- Development
- Director's Office & Executive Planning
- Education
- Exhibition Design
- imagnATIONS Activity Center
- Marketing & Communications
- Media Production
- Public Programs
- Special Events
- Technology

## Cultural Resources Center

The Cultural Resources Center is the second of the three facilities that make up the National Museum of the American Indian and is home to the extensive collections and research programs of the museum.

- Archive Center
- Collections Care
- Collections Information & Asset Management
- Conservation
- Registration
- Repatriation
- Safety
- Technology



## George Gustav Heye Center

The National Museum of the American Indian—New York, the George Gustav Heye Center, is located within the historic Alexander Hamilton U.S. Custom House. The museum's permanent and temporary exhibitions explore the diversity of the Native people of the Americas.

- Education
- Marketing & Communications
- Special Events



# NMAI Application Deadlines/Start Dates

- Virtual, Hybrid, or Onsite opportunities year-round
- **Summer**: March 1st deadline and start second week of June
- **Fall**: July 15th deadline and start last week of September
- **Winter/Spring**: November 15th deadline and start third week of January/March
- Smithsonian OnLine Academic Appointment (SOLAA) application:
  - Applicant Information
  - **Statement of Interest** (list 2-3 departments and explain your interests/goals)
  - (Unofficial) Transcripts
  - Resume
  - (2) Recommendation Letters

# **National Museum of African American History and Culture**

**Darius T. Epps, Fellowship and  
Internship Program Coordinator  
[NMAAHCInternships@si.edu](mailto:NMAAHCInternships@si.edu)**



# NMAAHC INTERNSHIPS



- Full-time and part-time positions available in the fall, spring, and summer
- Virtual, hybrid, and onsite experiences
- Internships are 10-13 weeks in length
- Stipends and academic credit offered
- Internships in the following museum careers:
  - Advancement
  - Curatorial Affairs
  - Digital Strategy and Engagement
  - Deputy Director's Office
  - Director's Office
  - External Affairs
  - Operations
  - Project Management and Planning
  - Strategic Partnerships



# ELIGIBILITY



- Undergraduate students that have completed one year of undergraduate study.
- Graduate students.
- Alumni up to two years out of school.
- Career changers enrolled in a degree program.
- International students within the continental US.

# PERKS AND BENEFITS



- Professional development and enrichment workshops and trainings.
- Academic Credit (applicants must coordinate with their academic institution).
- Weekly seminars with NMAAHC staff.
- Discounts at Smithsonian museums and facilities.
- Tours of the NMAAHC and other Smithsonian facilities.
- Access to Smithsonian Libraries.
- And more!

# HOW TO APPLY



## Application Deadlines:

- February 15th (Summer)
- June 15th (Fall)
- October 15th (Spring)



## Submit materials to: <https://solaa.si.edu/>

- Internship program application through SOLAA (Select up to 2 positions)
- Resume
- Personal essay
- Academic transcripts (unofficial transcripts accepted)
- Two reference letters

**Q & A**



# Part II

**Because of Her Story Internship** (Smithsonian American Women's History Museum)

**Conservation Internship for Broadening Access**

(Office of Academic Appointments & Internships)

**Latino Museum Studies Program** (National Museum of the American Latino)

**Robert F. Smith Internship Program**

(National Museum of African American History and Culture)

Q & A



# **Because of Her Story Internship (BOHS)**

**Erin Dowdy, Because of Her Story  
Internship Coordinator  
[BOHSInternship@si.edu](mailto:BOHSInternship@si.edu)**



# Smithsonian American Women's History Museum Because of Her Story Cohort Internship Program

- June 10 through August 2, 2024 in Washington, D.C.
- Hands-on internship at designated Smithsonian museum or research center and a curriculum of cohort activities
- Program stipend of \$400 a week, paid group housing, round-trip travel to and from Washington, D.C.
- Demonstrate an interest in learning about, researching, and increasing public awareness of diverse American women's stories.
- Demonstrate an affinity and interest in learning about museums, or cultural and scientific organizations.

# Smithsonian American Women's History Museum Because of Her Story Cohort Internship Program

- Rising sophomores, juniors, or seniors at an accredited two-year or four-year college undergraduate program
- Recently graduated from an undergraduate program (those who graduated in Spring 2023 are eligible to apply)
- Applicants must be at least 18 years old
- Have a GPA of 3.0 or higher
- Be a U.S. citizen or permanent resident. International students must already have a U.S. student visa



# Smithsonian American Women's History Museum

## 2024 BOHS Internship Projects Include:

- “Star Stories: The Women Behind the Science” with the Smithsonian Astrophysical Observatory
- “Fashioning History: Exploring Women’s Labor History Through Postal Uniforms” with the National Postal Museum
- “Woven Threads: The African American Quilting Tradition” with the National Museum of African American History and Culture
- “Accessible Gaming for Women’s History” Smithsonian American Women’s History Museum
- “Untold Women’s History: The Podcast” with Smithsonian Enterprises
- “Engaging Marginalized Genders in STEM Learning” with the National Air and Space Museum

# Smithsonian American Women's History Museum Because of Her Story Cohort Internship Program

- Application opened January 8 and closes Wednesday February 7 at 5pm ET OR when SOLAA receives 400 applicants (whichever comes first).
- Visit <https://womenshistory.si.edu/blog/apply-paid-2024-because-her-story-internship-program> to learn more and apply!
- Questions? Contact [BOHSInternship@si.edu](mailto:BOHSInternship@si.edu)



Smithsonian

*American Women's History Museum*

# **Conservation Internship for Broadening Access (CIBA)**

**Amy Lemon, Program Manager**  
**[InternsAndFellows@si.edu](mailto:InternsAndFellows@si.edu)**





## Conservation Internship for Broadening Access

- An opportunity for current or recent undergraduates to learn about museum conservation
- 10-week summer program where interns are placed with Internship Supervisors in a variety of conservation labs
- The program supports interns by offering a stipend and paid housing during the internship. A relocation travel allowance may also be included as part of the internship award



# Learning Objectives

- Gain a deeper understanding of museum conservation through experiences involving the conservation of objects, paintings, textiles, paper, and other materials
- Increase knowledge of advanced technology in the field of museum conservation
- Learn about topics in museum conservation practices, industry standards, and educational requirements through weekly seminars curated by institutional experts
- Hone their research, laboratory, and professional skills





# Timeline and Stipend

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**Application opens:** January 4, 2024

**Deadline to apply:** March 15, 2024 at 11:59PM (ET)

**Award notification:** April 15, 2024

**Start Date:** 5/26/24 (move into provided housing)

**End Date:** 8/3/24 (move out of provided housing)

**STIPEND:** \$5,400 (\$540/week) + housing provided



# How to Apply

Create an account on the [Smithsonian Online Academic Appointment System\(link is external\)](#) (SOLAA) then follow these steps:

1. Select "Internship"
2. Select "Office of Academic Appointments and Internships"
3. Select "Smithsonian Conservation Internship for Broadening Access (CIBA)" from the drop-down menu.
4. Apply for the 2024 cycle



# **Katzenberger Art History Internship (OAAI)**







# Katzenberger Art History Internship

- The Katzenberger Foundation Art History Internship Program is a need-based program supporting internships for undergraduates in research and collections projects related to **art history**
- Funded by the Katzenberger Foundation and administered by the Office Academic Appointments and Internships (OAAI)
- 10-week program in the summer located in at the Smithsonian's art museums and archives



# Timeline and Stipend

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**Application opens:** January 4, 2024

**Deadline to apply:** March 15, 2024 at 11:59PM (ET)

**Award notification:** April 15, 2024

**Start Date:** 6/10/24

**End Date:** 8/16/24

**STIPEND:** \$5,000 (\$500/week)





## How to Apply

Create an account on [Smithsonian Online Academic Appointment System\(link is external\)](#) (SOLAA) then follow these steps:

1. Select "Internship"
2. Select "Office of Academic Appointments and Internships"
3. Select "Smithsonian Katzenberger Art History Internship Program" from the drop-down menu
4. Apply for the 2024 cycle



# **Latino Museum Studies Program (LMSP)**

**Ana Reyes, Program Manager**  
**[lmspinfo@si.edu](mailto:lmspinfo@si.edu)**





# LMSP Undergraduate Internship

- 12-week, fall semester program
- Hands-on projects to help you build specific museum practice skills
- Smithsonian and National Gallery of Art placements
- Museum theory & practice seminars
- Cohort model





# Internship Structure

- Support to participate
  - Housing
  - Weekly stipend (Around \$500)
  - Travel to and from DC
- Internships
  - Full-time (35 – 40 hrs week)
  - In-person
  - 12-week commitment:
    - 1-week seminar, 11-week practicum



# LMSP Internship Ideal Candidate

- Undergraduate student at the time of application
- Pursuing a museum career
- Learning goals:
  - Exhibition design, fabrication and production
  - Collections management, conservation
  - Digital culture
  - Museum education, museum interpretation
- Applications open late February, close April 1

[lmspinfo@si.edu](mailto:lmspinfo@si.edu) | [www.latino.si.edu](http://www.latino.si.edu)



Museum Education and Interpretation

# **Robert Frederick Smith Internship Program (RFS)**

**Anjali Lalani, Smith Center Interns and  
Fellows Program Administrator  
Email: [RFSInternships@si.edu](mailto:RFSInternships@si.edu)**





# RFS Internship Details

- 8 different locations nationwide
- Application method differs for Onsite and Offsite
- Summer, 12 weeks, full-time
- In person only
- \$850 per week stipend
- Housing not provided
- No GPA or academic major requirements
- Applications due February 15, 2024
- <https://nmaahc.si.edu/RFSInternship>
- [RFSInternships@si.edu](mailto:RFSInternships@si.edu)



# RFS Internship Ideal Candidate

- Demonstrated interest in African American history and culture
- Passionate, mature, curious, but inexperienced
- No more than 1-2 past relevant work experiences
- Prior Smithsonian appointees are not eligible
- Enthusiastic about full internship experience



Photo by Megan Rossman/NMAAHC

# **SOLAA Tips & other Resources**



# SOLAA TIPS

<https://solaa.si.edu>

- Make an account
- Start Your Application
- No edits after "submitting"

Smithsonian SERIOUSLY AMAZING SOLAA Smithsonian Online Academic Appointments

Start Your Application Explore Opportunities

Welcome, Mrs. Anjali Lalani !

My Applications ?

> Applicant Information

Page Number: 1, Count per page: 10, Total Applications: 1

ID	ProgramName	SubmitDate	Year	ApplStatus	SelectionStatus	Feedback	Email	PC	View	Edit	SelectAction	& Go
37860	Center for Folklife and Cultural Heritage Internship Program		2012	Incomplete							Select	GO

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# SOLAA TIPS

## Finding Specific Programs

The screenshot displays the Smithsonian SOLAA (Online Academic Appointments) search interface. The search filters are as follows:

- Program Category: All
- Program Name: Robert F
- Office/Museum/Research Center: All
- Program Status: Currently Active

The search results table shows one result:

Program Name	Unit Name	Program Type	Status	Details	Apply
Robert Frederick Smith Internship Program	National Museum of African American History and Culture	Internship	Active	<a href="#">Details</a>	<a href="#">Apply Now</a>

Additional information on the page includes the Smithsonian logo, SOLAA Online Academic Appointments header, an 'Explore Opportunities' button, and instructions regarding program types and application status.

# SOLAA TIPS

## Letters of Recommendation

- Enter details
- Tell your reference to expect an email
- Send an email for each referee

Add/ Edit Application: Application References

Personal Info ▾ Current Affiliation ▾ Academic History ▾ Program Choices ▾ Materials ▾ **References** ▾ Questions ▾ Submit

<< Previous Save Cancel Next >>

**Add/ Edit Reference Details**

Please enter required fields.

Salutation: Select ▾

\*First Name:  **Required** Middle Name:  \*Last Name:  **Required**

\*Email:  **Required** Phone(XXX-XXX-XXXX):  Fax:

Relationship to Applicant:  Profession:

Address:  Address 2:  Address 3:

Add New Reference Details

Last Name ▾	First Name ▾	Email Address ▾	Email Sent Date ▾	Completed ▾	Email Referee	View	Edit	Delete
Doe	Jane	ss@gmail.com		No	<input type="checkbox"/>			

<< Previous Save Cancel Next >>

## References in SOLAA

- You are required to provide 1 or 2 references/letters of recommendation (check the specific requirements of the program you're applying to).
- Enter the email address for your reference(s). **Click the “send to” buttons** (the little envelope icon) for each of your references prior to submitting your application. SOLAA will send an automatic email to the references with a link to provide their letter of recommendation.
- If your references have not submitted their recommendations by the time the application closes, your application will be considered incomplete and you will be ineligible.
- Follow-up with each of your references to ensure they received the email with the link from SOLAA. Remind them to check their SPAM/Junk Mail and Deleted items folders.

## Whom Should You Ask to Be a Reference / Write a Letter of Recommendation?

- Ask someone who knows you and your work the best to answer the reference questions / write the recommendation letters for you.
- References can be a professor, a work or volunteer supervisor, a guidance counselor, or another professional who knows you well and can speak to your strengths, abilities, interests, etc.
- Be sure to give your references enough time to write a letter of recommendation or respond to the reference questions. We recommend asking them at least three weeks before the application deadline.



**Q & A**



# DEADLINES



Program	Deadline(s)
Asian Pacific American Center	February 9, May 17
SAWHM Because of Her Story Internship	February 7
National Museum of African American History and Culture	Feb. 15, Jun. 15, Oct. 15
Robert F. Smith Internship Program	February 15
Center for Folklife and Cultural Heritage	March 1
National Museum of the American Indian	March 1
Conservation Internship for Broadening Access	March 15
Latino Museum Studies Program	April 1

**THANK YOU!**



# Smithsonian EEO Statement



The Smithsonian is committed to ensuring that all employees and affiliated persons (including interns) are treated equitably in an environment that is free from discrimination based on race, color, religion, sex (including gender identity, gender stereotyping, pregnancy, and sexual orientation), national origin, age, disability, genetic information, parental status or marital status. All personnel practices, including the selection of interns, must comply with this policy.

# Program Links

## Smithsonian General

- Smithsonian internships: <https://internships.si.edu/>
  - SI internships email: [InternsAndFellows@si.edu](mailto:InternsAndFellows@si.edu)
- Application portal (SOLAA): <https://solaa.si.edu>

## Museum or Unit-based Internships

- Asian Pacific American Center Internship Program: <https://apa.si.edu/internships/>
  - Email: [APACInternship@si.edu](mailto:APACInternship@si.edu)
- Center for Folklife and Cultural Heritage Internship Program: <https://folklife.si.edu/jobs>
  - Email: [Reiniger@si.edu](mailto:Reiniger@si.edu)
- National Museum of the American Indian Internships: <https://americanindian.si.edu/about/internships>
  - Email: [nmaiinterns@si.edu](mailto:nmaiinterns@si.edu)
- National Museum of African American History and Culture Internships: <https://nmaahc.si.edu/connect/internships-fellowships>
  - Email: [NMAAHCInternships@si.edu](mailto:NMAAHCInternships@si.edu)

## Centralized cohort-based programs:

- Smithsonian American Woman's History Museum, **Because of Her Story Cohort Internship:** <https://womenshistory.si.edu/blog/apply-paid-2024-because-her-story-internship-program>
  - Email: [BOHSInternship@si.edu](mailto:BOHSInternship@si.edu)
- OAAI – Office of Academic Appointments and Internships **Conservation Internship for Broadening Access (CIBA):** <https://internships.si.edu/opportunity/conservation-internship-broadening-access-ciba>  
**Katzenberger Art History:** <https://internships.si.edu/opportunity/katzenberger-foundation-art-history-internship>  
OAAI Email: [InternsAndFellows@si.edu](mailto:InternsAndFellows@si.edu)
- National Museum of the American Latino - **Latino Museum Studies Program:** <https://latino.si.edu/learn/internships-and-fellowships/latino-museum-studies-program/latino-museum-studies-program>
  - Email: [lmspinfo@si.edu](mailto:lmspinfo@si.edu)
- National Museum of African American History and Culture, **Robert F. Smith Internship Program:** <https://nmaahc.si.edu/RFSInternship>
  - Email: [RFSInternships@si.edu](mailto:RFSInternships@si.edu)