

NATIONAL MUSEUM OF THE AMERICAN INDIAN

For more information and applications go to: <http://nmai.si.edu/connect/internships/>

Internships

[Maryland](#) | [Washington, DC](#) | [New York](#)



The National Museum of the American Indian (NMAI) Internship Program provides educational opportunities for students interested in the museum profession and related fields. 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.

Interns are selected by a review committee made up of five NMAI staff. Approximately twenty-five percent of applicants are accepted for internships during any one-year period.

Internship projects for all internships at the NMAI, except in Conservation, are listed below. To apply for an internship in NMAI Conservation, visit [Conservation Training](#).

Information on additional fellowship and internship opportunities across the Smithsonian, including those designed specifically for Native Americans, is available via the links [below](#).

Ten-Week Internship Session Start Dates:

Spring: Starting third full week of March

Summer: Starting first full week of June

Fall: Starting last full week of September

Deadlines

For each internship term, applications must be submitted electronically by the following dates:

Summer: February 6

Fall: July 12

INTERNSHIP PROJECT DESCRIPTIONS BY LOCATION



THE NMAI CULTURAL RESOURCES CENTER

4220 Silver Hill Road
Suitland, MD 20746-2863

Located just outside of Washington, D.C., the [Cultural Resources Center \(CRC\)](#) houses the NMAI's collection of more than 800,000 objects, representing indigenous cultures throughout the Americas. The following list provides a general overview of the ongoing work of departments within the CRC as well as associated internship opportunities. When you begin the application process, a drop-down menu will allow you to select from the choices that are currently available.

Archive Center

Archive Center internships provide students with the opportunity to learn about and contribute to the physical and intellectual arrangement, description, and preservation of the NMAI's archival collections. Intern projects may include processing manuscript, photo, audiovisual, or mixed-media collections, writing and editing finding aids and collections records, conducting condition assessments, and providing reference services. Interns may author finding aids in Archivists' Toolkit, write collection records for inclusion in the Smithsonian's online MARC database, and write blog posts about their experiences or collections they encounter. Students interested in library science, history of photography, Native American studies, anthropology, and related fields are encouraged to apply.

Technology

Technology internships provide students with an opportunity to gain valuable experience working alongside information technology staff in support of the museum's Internet and intranet websites, applications, and technological infrastructure. Whether running the technology-based audiovisual and theater operations in the NMAI's exhibitions, supporting database application systems, or developing web pages and multimedia projects, interns enhance their skills in network operations, communications services, desktop support, information resource management planning, system development lifecycle management, web content management, or web design. Students studying information technology, electronic communications, telecommunication, or web development are encouraged to apply.



THE NATIONAL MUSEUM OF THE AMERICAN INDIAN, WASHINGTON, D.C.

Fourth Street and Independence Ave., SW
P.O. Box 37012
Washington, DC 20013-7012

Opened on the National Mall on September 21, 2004, the [National Museum of the American Indian](#) is a major exhibition space for Native art and material culture as well as a center for educational activities and performances. The following list provides a general overview of the ongoing work of departments within the NMAI, Washington, D.C., as well as associated internship opportunities. When you begin the application process, a drop-down menu will allow you to select from the choices that are currently available.

Development

Interns in Development assist staff in the daily operations of national-level fundraising, and learn to work with the museum's fundraising database, PANDA. Interns learn how to conduct research for prospective donors and grants, and assist in developing solicitation plans for exhibitions, festivals, educational programs, and endowments. Interns also learn about NMAI outreach initiatives to Native communities across the Americas, and about special projects.

Exhibition Design

Exhibition design interns participate in the behind-the-scenes work of developing and planning exhibitions. Most of this work takes place long before any artifacts are installed. Exhibitions internships may include research, fact checking, planning and coordination, assembling visual resources, and other steps that contribute to an exhibit design. While interns may be assigned to a specific exhibit, multiple exhibits are at different stages of development simultaneously, and interns may be able to participate in other stages in the process. Students of Museum Studies and design-related fields such as Exhibition Design, Interior Design, Industrial Design, or Graphic Design may benefit from this opportunity. Experience in 3D modeling, CAD drafting, or graphic design is desirable but not necessary. Computer proficiency is required. You may be asked to provide examples of your design or creative work.

Executive Planning Office

The Executive Planning Office (EPO) facilitates the NMAI's most complex and high profile projects including major exhibitions, sponsored programs, building renovations, large object loans, and public art installations. Project managers work across the various units of the museum on the coordination of time, personnel, and potentially large financial resources, given a project's multi-faceted components. In addition, they work to address legal implications of project work such as copyright and contractual obligations. Internships in the EPO offer an opportunity to learn more about the integration of work across diverse areas such as conservation, education, media, and with other units across the Smithsonian. There is a strong emphasis on strategic planning, team leadership, and the tools available for project managers to succeed. An internship experience in the EPO will explore general museum operations and the project planning process, and is best suited for those students interested in pursuing the fields of museum or non-profit management, project management in museums, and legal issues in museum administration.

imagiNATIONS Activity Center

The interactive, family-friendly [imagiNATIONS Activity Center](#) provides visitors of all ages a multitude of unique learning experiences. Native peoples have long used the natural environments around them to meet their needs, and many of their innovations and inventions are part of daily life for millions today. Visitors to the center explore some of these ingenious adaptations through a variety of hands-on activities. Interns in the Activity Center research and implement program ideas for families and/or school groups on topics related to American Indian cultures of the Western Hemisphere, and acquire skills in researching, developing, prototyping, facilitating, and documenting open-ended programs in a museum setting.

Interpretive Program Development

Interpretive Program internships are designed to provide interns with broad experience in the best practices of program development and implementation methodology, and techniques and to explore how these are used at the NMAI on the National Mall. Interpretive Program interns participate in prototyping and evaluating new interpretive programs.

Interpretive Services

The Interpretive Services Program promotes interest in American Indian heritage, culture, history, and the NMAI's collection by delivering interpretive programs to the visiting public with an emphasis on serving K–12 school audiences. Interpretive Services interns assist in the research, testing, and development of dynamic and engaging school programs for the public. Interns gain experience in museum education practices, interpreting Native cultures utilizing a handling collection, and researching and developing working documents to be used in training and facilitation for staff and future volunteers.

Media Production

Interns in Media, which produces and develops digital media across the museum, work with Media staff to support production for projects, learning and developing skills in webcasting, hands-on video and audio production and editing, mobile tour development, exhibit interactive development, and media archiving.

Museum Advancement

The Office of Museum Advancement (OMA) manages the NMAI's nationwide fundraising program for the endowment, programming, and development operations of the museum. Units that fall under OMA's direction are Development, Membership, Public Affairs, and Special Events.

Public Programs

The Public Program department plans and implements all aspects of the museum's programs calendar. In collaboration with other NMAI departments, Smithsonian museums, Washington, D.C., embassies, and national and international Native American communities, NMAI programs support and enhance the museum by bringing in Native artisans and cultural demonstrators to share the cultures of diverse Indigenous peoples of the Western Hemisphere with the museum's visitors. Public Programs interns learn about Native cultures, the history and mission of the museum, and details of museum programming, from research and outreach to documentation and implementation, within a team-oriented environment. Public Programs interns engage with artists and museum visitors to share what they learn about the history and ongoing activities of the museum, and learn program operations, develop logical solutions for hands-on activities, and archive Public Programs records.



THE NATIONAL MUSEUM OF THE AMERICAN INDIAN, NEW YORK GEORGE GUSTAV HEYE CENTER

One Bowling Green
New York, NY 10004

The [George Gustav Heye Center \(GGHC\)](#) opened in 1994 in the newly renovated Alexander Hamilton U.S. Custom House in lower Manhattan. The Heye Center features temporary exhibitions and a range of public programs.

Due to building renovations and limited staffing at the NMAI-NY, internships in the following areas are available intermittently: Contemporary Native Art, Public Affairs and Education.

Please contact the intern coordinator at nmaiinterns@si.edu for more information about internships at the NMAI-NY.

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