



The Robert Facchina
Italian American Museum
of Washington DC

**Casa Italiana Sociocultural Center Inc.
Italian American Museum of Washington DC
595 Third St. NW, Washington, D.C. 20001**

Italian Legacy Paid Summer Internship in Museum Studies Information and Terms of Internship

Application deadline: April 30, 2022
Application available at: casaitalianacenter.org/italian-legacy

Who we are:

The Casa Italiana Sociocultural Center Inc. (CISC) is a non-profit organization dedicated to promoting Italian American history and culture through various programs, including the Italian American Museum of Washington DC (IAMDC), an Archives collection, a compendium of oral histories, and *Voce Italiana* an Italian American newspaper. CISC also sponsors events to promote and educate the community on the history and culture of the greater D.C. area's Italian and Italian American heritage.

This internship will support IAMDC, whose mission is to honor the legacy of Italians and Italian Americans in the Nation's Capital, preserve our history and celebrate our cultural heritage. The museum themes are: The Italian Legacy in our Nation's Capital, The Immigrant Experience, A Community of Faith, and A Community of Artists. The museum opened in December 2020 and offers tours by appointment.

Who is eligible:

- Undergraduate and graduate students attending accredited colleges and universities within 75 miles of Washington, D.C., or whose permanent residence is within 75 miles of Washington, D.C.
- Fulltime college or graduate school students majoring in museum studies at an accredited college or university within the geographic guidelines above.

- Applicants must be free to fulfill the internship between May/June and September, 2022.

About the summer internship:

This is an excellent opportunity for museum studies students. The internship stipend is \$5,000. The length of the internship is for this summer, May/June to September 2022, for 12-15 weeks. Hours are flexible once the work plan is mutually agreed upon.

The selected student will work with the museum's staff to document the collection, advance the reach of the museum collection and position it for a vibrant visitor experience. The museum will offer the student hands-on experience in managing a new, privately funded, volunteer-operated history and culture museum.

The student's workplan will be jointly developed and based on a combination of the following study areas:

- **Collection Management:** Research, develop, and manage a database for organizing and recording (paper/digital) museum collection (art, artifacts, ephemera). This includes creating, implementing, and maintaining an easy-to-use database system, as well as training volunteers on its usage.
- **Museum Education Interpretation:** Research and develop a plan for engaging visitors. Develop materials for digital venues, e.g., social media, power point slide decks, etc. Research tools and costs required for a digital museum guide. Using the museum exhibitions, identify and prepare short narratives on key events for its Facebook page. Maintain and populate updates to the Museum page on the CISC website; assist in identifying topics and writing brief articles on the museum's collection for the Voce Italiana newspaper.
- **Curatorial Studies/Exhibition Research:** Review the exhibitions, and propose, in conjunction with IAMDC leadership, a plan for potential future exhibitions. Review existing volunteer guide and develop a plan to improve the training materials and the experience for volunteers. Implement selected strategies together with museum staff.
- **General Museum Management:** Research and recommend/assist in writing grants for future exhibitions, assist museum team with museum special events.

Terms of the internship:

1. Museum staff and the selected student will jointly develop a workplan based on the areas identified in collection management, museum education interpretation, curatorial studies/exhibition research, and general museum management.

2. The student will work independently under the guidance of museum staff.

3. CISC-IAMDC and the student will coordinate time schedules and deadlines at the outset. Work is estimated to take 15-20 hours per week for a period of 12-15 weeks.

4. CISC-IAMDC hold the rights to all the recipient's IAMDC work; if the student submits any of the work done during the internship to satisfy course requirements, CISC-IAMDC must be cited. Any use of the museum's copyrighted materials must be approved by CISC-IAMDC in advance.

5. The student will be paid a \$5,000 stipend in fulfillment of this internship. All projects agreed to in the work plan must be satisfactorily completed before the final installment is paid. Payment will be in three installments: \$1,000 upon completion of the first major task; \$1,500 at the mid-point of task completion, and \$2,500 at the completion of the internship.

6. CISC will issue an IRS Form 1099. Any tax implications are the recipient's responsibility.

7. Student is encouraged to attend programs and functions offered by CISC or other affiliated Italian American groups.

Desired Skills:

- Museum studies course work in museum education, collection management, curatorial studies, and general museum management.

- Excellent research, writing and speaking skills. Organizational skills and attention to detail. Ability to work independently and in a team.

- Proficiency in Microsoft Office. Good social media skills. Familiarity with Air Table data management tools, a plus.

- Italian heritage, Italian language skills, and/or familiarity with the Italian American community in D.C. is preferred but not required.



**Casa Italiana Sociocultural Center Inc.
Italian American Museum of Washington DC (IAMDC)**

**Application Form: Museum Studies Summer Internship
Application due: April 30, 2022**

General Information:

Name: First _____ Last _____

Address: _____

Email address: _____

Phone: _____

School attending: _____

Address: _____

Major: _____ Minor: _____

What is your GPA? _____

What are your main extracurricular activities? _____

Anticipated graduation date: _____

NOTE: This is a summer project from May/June - September 2022, an estimated 12 to 15 weeks.

Are you available for summer 2022? _____

What is the earliest date you could start the internship? _____

How many hours per week can you work on this internship? _____

3. What classes have you taken, or what work experience do you have in the following areas: (500 words max)

- Collections Management
- Museum Education Interpretation
- Curatorial Studies/Exhibition Research
- General Museum Management

4. Write a 100-word biographical sketch that we could use, with your permission, to profile you in our newspaper, Face Book, and website. (100-word max)

Assurances for the IAMDC Museum Studies Paid Internship

I have read the application and have completed the application as my own work.

I attest that all the information is correct and true.

I understand and agree to the terms of the stipend and work conditions.

I understand that I will be paid a stipend as part of the internship for the summer of 2022. Work is to be accomplished no later than September 30, 2022.

I will be paid for the work completed in three installments: \$1,000 upon completion of the first major task; \$1,500 at the mid-point of task completion; and \$2,500 at the completion of the internship. All projects agreed to in the work plan must be satisfactorily completed before the final installment is paid.

CISC will issue an IRS Form 1099. Any tax implications are my responsibility.

CISC/IAMDC staff and I will coordinate work plans, time schedules and deadlines at the outset. Work is estimated to take 15-20 hours per week for a period of 12-15 weeks to be completed no later than September 30, 2022.

I will use my own computer when working remotely. When the work requires to be on-site, I may use my computer or a desktop in the CISC/IAMDC offices.

All written materials produced will be products of the CISC-IAMDC. If I use information from research/articles done as part of this internship to satisfy course requirements, I will request CISC-IAMDC permission in advance.

If my professor approves that the internship work may satisfy course requirements, and my work is satisfactory, CISC-IAMDC will provide a letter documenting my contributions.

Signed _____ Date _____

Checklist:

Application deadline is April 30, 2022.

To complete your application, send ALL the following in pdf format:

1. Your completed general information form.
2. Responses to the essay questions.
3. A copy of your resume.
4. Two references familiar with your academic and work experience (name, title, email, phone, and relationship).
5. The signed Assurances form.

Email to: maryann.re@gmail.com