

Kalamazoo Valley Museum
230 North Rose Street
PO Box 4070
Kalamazoo, MI 49003-4070
269.373.7990
kalamazoomuseum.org

Texas Township Campus
6767 West O Avenue
PO Box 4070
Kalamazoo, MI 49003-4070
269.488.4400

Arcadia Commons Campus
202 North Rose Street
PO Box 4070
Kalamazoo, MI 49003-4070
269.373.7800

The Groves Campus
7107 Elm Valley Drive
PO Box 4070
Kalamazoo, MI 49003-4070
269.353.1253

Museum Internships January – December 2018

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 for the Educational Programs Department and Tues-Fri 9-5 for the Collections/Exhibits Department. 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.



Semester	Submit Application by	Interview, Background Check & Notification by
Winter 2018 (Jan.-Apr.)	Friday, Oct. 13, 2017	Friday, Nov. 17, 2017
Summer I 2018 (May-Jun.)	Friday, Feb. 16, 2018	Friday, Mar. 16, 2018
Summer II 2018 (Jun.-Jul.)	Friday, Mar. 23, 2018	Friday, Apr. 20, 2018
Fall 2018 (Sep.-Dec.)	Friday, May 18, 2018	Friday, June 15, 2018

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

For Collections/Exhibits Interns:

Tammy Barnes
Material Culture Manager
tbarnes@kvcc.edu

For Education Interns:

Elsbeth Inglis
Museum Program Services Manager
einglis@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/Exhibits 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.