



Dear Prospective Intern:

Thank you for your interest in The National Jazz Museum in Harlem. We currently have three different terms: The Winter Internship (application deadline: October 15th), The Summer Internship (application deadline: April 15th), and The Fall Internship (application deadline: July 30th). Although internships at the museum are not paid, they offer an unparalleled opportunity to gain in-depth work experience with a not-for-profit organization that is a quickly expanding force for jazz in New York City and in the world. As an intern, you will be assigned short-term and long-term projects based on your strengths. The museum is currently run by a small and tight-knit community and unlike what one might expect from an internship at a larger corporation, your contribution is crucial and your projects will be essential for the advancement of the museum. Museum interns are expected to commit to a minimum of 15 hours per week and are highly encouraged to be involved with the museum's evening programs. Interns are selected based on academic achievement, interests, experience, and interviews. The best applicants will have exceptional interpersonal skills both on the telephone and in person. The application materials we need from you are:

1. Internship Application Form

- a. Application Form and University Credit Contact Info Form
- b. Forms from your university to receive credit (for us to fill out)
- c. Relevant Essays/Projects/Papers you have written

2. Your Resume

3. Two Letters of Recommendation by Email to njmh@jmih.org

Be sure to follow up and confirm with us that we have received the letters.

4. A copy of your transcript (this does not have to be an official registrar copy)

Once we receive your materials, we will notify you only if you are selected to come to the museum for an interview. We understand that applicants may live outside of the New York area so if requested, we can grant a telephone interview.

We are in a critical moment of the museum's history. Aside from the exhibits, The Savory Collection, and the countless programs we produce, the museum was recently selected to be included in the proposed Mart 125 development project across from the Apollo Theater on 125th Street in Harlem. In anticipation of the transition to the new space and an otherwise largely expanded museum, we need interns who are skilled, determined, and able to help in any way we might need.

If you have any questions, do not hesitate to contact us at njmh@jmih.org or by phone at 212-348-8300. We look forward to receiving your materials.