

Vermont Folklife Center Internship Guidelines

The Vermont Folklife Center Internship Program provides an opportunity for students and those who have recently graduated to explore interests in the fields of non-profit administration, multi-media archives, ethnographic research, and public folklore programming and education at one of the United States premiere non-profit regional folklife centers.

Vermont Folklife Center internships are designed to focus an intern's energies on an individual project that he or she pursues over the course of the internship. When an internship is formalized, the intern will work with her or his supervisor to develop a project suited to his or her skills that will benefit both the Vermont Folklife Center and the continuing educational goals of the intern. In addition to working on the formal internship project, an intern will be asked to assist with various ongoing Vermont Folklife Center programs and initiatives periodically.

Types of Internship Opportunities at the Vermont Folklife Center:

The Vermont Folklife Center offers three types of internships: **Administrative**, **Archival** and **Programming**.

Administrative internships are supervised by the Development Coordinator and involve work with the administrative functions of the organization. A potential intern seeking an Administrative internship should have an interest in and/or training or experience with non-profit administration, arts administration, public relations and non-profit fund raising.

Archival internships are supervised by the Archivist and involve working with the Vermont Folklife Center's archival collection. An Archival internship will afford an intern the opportunity to work extensively with a unique multi-media collection that includes audio recordings and an extensive still image collection. Ideally a potential Archival intern will be enrolled in an ALA-accredited MLS/MIS program and working on an archives and special collections specialization. In the very least, a potential intern should have experience working with analog and digital audio recordings or working in archives.

Programming internships are supervised by the Director of Education and involve a range of organizational functions including conducting fieldwork, assisting with public events, exhibit development, and developing educational resources for print and the World Wide Web. Potential interns will be matched to tasks that complement their current skills and will allow them to develop new knowledge. All those interested in a fieldwork-based internship must demonstrate training and/or experience conducting qualitative ethnographic interviews and have experience with digital SLR cameras.

To be considered for an internship at the Vermont Folklife Center:

A potential intern must be a full-time, upper-level undergraduate or a graduate student pursuing a degree at an accredited institution of higher learning in the fields of Folklore, Ethnomusicology, Anthropology, Ethnology or Library/Information Science.

Or

A potential intern must have recently completed a bachelors, masters or doctorate degree at an accredited institution of higher learning in the fields of Folklore, Ethnomusicology, Anthropology, Ethnology or Library/Information Science.

Application Guidelines:

All potential interns:

1. Should contact the Vermont Folklife Center by mail or email to inquire about current internship opportunities.
2. Download or request to receive by mail or fax the Vermont Folklife Center Internship Application form.
3. Request two letters of support from individuals who can speak to his or her skills and knowledge as they relate to the type of internship she or he would like to pursue. In addition to support letters, potential interns must also supply telephone and email contact information for individuals providing references.
4. Compose a two page, double-spaced statement of purpose that articulates his/her interest in working at the Vermont Folklife Center, what she/he can bring to the Vermont Folklife Center, and what she/he hopes can be gained from working with us.
5. Mail, email or fax the completed application and all supporting materials to the Vermont Folklife Center.

Additional Considerations:

Duration:

Vermont Folklife Center internships run a minimum of eight weeks.

Compensation:

Vermont Folklife Center internships are unpaid.

Interns will be reimbursed for driving mileage when on Vermont Folklife Center business at the current federal mileage reimbursement rate.

Basic Skills:

Interns are expected to have experience working with Windows or Macintosh computers and aptitude with common office software.

Transportation:

Interns are required to supply their own transportation to Middlebury to commence the internship and transportation back to their point of origin at the close of the internship, as well as transportation to and from work during the internship period.

Interns interested in conducting fieldwork projects must have a valid driver's license and own a registered and insured motor vehicle.

Housing:

Interns are responsible for securing their own housing. Vermont Folklife Center staff will assist with the process of locating suitable housing whenever possible.

Fieldwork Equipment:

For fieldwork-related internships the Vermont Folklife Center will loan audio recording gear and video cameras for the duration of the internship. An intern working on a fieldwork project is required to have his or her own digital camera. A digital SLR camera is preferred.

Contact Information:

To inquire about internship opportunities at the Vermont Folklife Center please contact Dr. Gregory L. Sharrow, Director of Education at:

Vermont Folklife Center
Internship Program
88 Main Street
Middlebury, VT 05753

Or email info@vermontfolklifecenter.org .