



Internship Programs



Internship Programs

The Dalí Museum offers Internship opportunities during the Spring, Summer, and Fall semesters. Internships are available for qualified individuals in the following departments:

- Development
- Digital Media (Marketing)
- Education
- Finance
- Graphic Design (Marketing)
- Hospitality-Events
- Human Resource Mgt.
- Information Technology
- Innovation Programming
- Library / Museum / Archival Studies
- Museum Management
- Video Production/Editing

All internships are seasonal, non-pay positions designed to provide students and individuals with off-campus and/or on-the-job museum experience, as well as the opportunity to study the life and work of Salvador Dalí.

Time Requirement

Internship programs typically last for three months in the Fall and Spring, starting in September and January, and 10 weeks in the Summer, starting in June. This program is flexible and can be designed to work within the student's schedule. Internships typically require a 15-hour per week commitment.

Eligibility

The Dalí Museum accepts applications from both undergraduate and graduate students, as well as recent graduates. International students, especially from Spain, France, and Germany are also encouraged to apply.

Applicants need to be able to provide their own laptop computer to work from.

Academic Credit

Students may receive college credit for their internship if desired. Students are responsible for making arrangements with their schools to receive this credit.

The Dalí Museum
One Dalí Blvd.
St. Petersburg, FL 33701

Application Process

Each applicant may apply for up to two internships on the same application. Please submit the following materials in your application:

1. The Dalí Museum's official **application** cover sheet (below).
2. A **one-page personal essay** detailing which internships you are applying for and why you want to be a museum intern. This statement should also include your qualifications for the internship and what you hope to learn from your experience.
3. **Two recommendations** from college professors, preferably in fields related to the internship. If necessary, recommendations may be from a professional employer. These recommendations may be submitted separately from your application based on the preferences of the recommender.
4. A current **resume**.
5. An updated unofficial **academic transcript**.

To apply, please email all application materials to internships@thedali.org.

Application Deadlines

All materials must be received by the following dates:

Fall Internship: **July 1**

Spring Internship: **November 1**

Summer Internship: **March 1**

Selection Process

Applicants will receive notification of the receipt of their complete application within two weeks of the submission deadline.

Finalists will be contacted for interviews within approximately one month of the submission deadline. Applicants will be notified of final decisions within another month.

The number and frequency of internships available varies from department to department. A department may be unable to offer an internship for a particular semester even after an opening has been posted online. You will be notified if your chosen department is not able to offer an internship.

Questions? Call 727-623-4731 or email internships@thedali.org.

**The Dalí Museum
Internship Application**

Thank you for applying to the Dalí Museum Internship Program. This is a unique opportunity to gain practical and theoretical training in museum work, while working closely with a member of the Dalí Museum's staff.

Specify the Dalí Museum Internship Program for which you are applying:

_____ Fall
Apply by July 1

_____ Spring
Apply by Nov 1

_____ Summer
Apply by Mar 1

Last Name First Name

Current Address

Phone Number and E-mail Address

Alternate Address

College/University Major/Degree Graduation Date

Graduate School Major/Degree Graduation Date

Are you legally eligible to work in the United States during the internship term?

_____ Yes _____ I will be using a visitor visa

Languages (indicate fluency using r=reading, w=writing and s=speaking):

Department Choices:

Please indicate three specific departmental choices in order of preference (1= first choice through 3= third choice).

_____ Development _____ Digital Media (Marketing) _____ Education _____ Finance _____ Graphic Arts (Marketing)
_____ Information Technology _____ Innovation Programming _____ Library/Archival Studies _____ Human Resource Mgt
_____ Hospitality-Events _____ Museum Management _____ Video Recording and Editing

How did you learn about this program (check all that apply)?

_____ Dalí website _____ Visit to The Dalí _____ College/University Career Office
_____ Former Dalí intern _____ Other (Please specify) _____

Please e-mail or mail your internship application packet to: Pam Whiteaker, Internship Coordinator; internships@thedali.org;
fax: 727.894.6068; Attn or Subject line: Internship, The Dalí Museum, 1 Dalí Blvd., St. Petersburg, FL 33701



THE DALÍ Development Internship

Available Fall, Spring, and Summer

Time Commitment

One semester (3 months). Schedule hours are subject to change during the course of the internship.

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Candidates are requested to be available 10 to 15 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but may require some evening hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Internship candidates should have an understanding of:

- Excel
- Outlook
- Word

Responsibilities

- Fundraising event assistance
- Attending networking and other donor cultivation events
- Special projects assistance
- Documentation and database management

To apply, please complete the attached application and email to internships@thedali.org or send to: The Dalí Museum, ATTN: Volunteer Office, One Dalí Boulevard, St. Petersburg, FL 33701.

The logo for The Dalí Museum features the word "THE" in orange, "DALÍ" in red and green, and a stylized "M" in grey and blue. To the right of the logo is the text "Digital Media Internship" in a bold, black, sans-serif font.

THE DALÍ Digital Media Internship

Available Fall, Spring, and Summer

Time Commitment

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Internships are available for up to three months in the summer, fall, and spring. Candidates are requested to be available 15 to 20 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but may require some evening and weekend hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Internship candidates should have an understanding of:

- Principals of marketing, advertising and/or PR
- Microsoft Office (Word, PowerPoint and Excel) & Outlook
- Electronic/Social Media

Responsibilities

The internship will provide an opportunity to assist in the preparation of or work in:

- Electronic and printed communication pieces
- Research and Insights
- PR & Event planning
- Sales
- Loyalty marketing/membership
- Survey development and execution

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Education Internship

Available Fall, Spring, and Summer

Time Commitment

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Requirements

Candidates should have an understanding of:

- Word Processing and Outlook
- Excel
- Social/Electronic Media

Responsibilities

The internship will provide training and an opportunity to assist in the preparation of or work in:

- Museum education programs and events
- Program documentation
- Exhibit research
- Training opportunities
- Student exhibits installation
- Event/program promotion (includes social media, flyer distributions, etc.)

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THE DALÍ MUSEUM Finance Internship

Available Fall and Spring

Time Commitment

One semester (3 months for Fall and Spring only). Schedule hours are subject to change during the course of the internship.

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Requirements

Internship candidates should have an understanding of:

- Excel
- Debits and credits
- Journal entries

Responsibilities

- General accounting from a non-profit perspective
- Light data entry
- General organization of accounts payable and deposits
- Accounting analysis and reconciliation
- Special data research projects

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Graphic Design Internship

Available Fall, Spring, and Summer

Time Commitment

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Requirements

Internship candidates should have basic to intermediate level experience in:

- Adobe InDesign, Photoshop, Illustrator
- Principals of marketing, advertising and/or PR
- Microsoft Office (Word, PowerPoint and Excel) & Outlook

Responsibilities

The internship will provide training and an opportunity to assist in the preparation of digital or print communications pieces for:

- Brand advertising
- Exhibitions & Events
- Educational & other programs

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The logo for The Dalí Museum features the word "THE" in blue, "DALÍ" in red, and a stylized "M" in green and blue. The letters are bold and blocky.

THE DALÍ Hospitality - Events Internship

Available Fall, Spring, and Summer

Time Commitment

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Internships are available for up to three months in the summer, fall, and spring. Candidates are requested to be available 15 to 20 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but require some evening and weekend hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Internship candidates should have an understanding of:

- Excel
- Word
- Sales

Responsibilities

- Collaborate with a variety of departments to establish budgets and timelines for events
- Establish potential opportunities for promotional events in support of goals
- Execute events to achieve established goals and outcomes
- Work with staff on contracting and other event processes
- Light Data Entry

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Human Resources Internship

Available Fall, Spring, and Summer

Time Commitment

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Internships are available for up to three months in the summer, fall, and spring. Candidates are requested to be available 15 to 20 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but require some evening and weekend hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Internship candidates should have an understanding of:

- Microsoft Word
- Microsoft Excel
- Google mail

Responsibilities

The internship will provide an opportunity to assist with:

- archiving of historical museum employee information and performance,
- human resource guidelines and procedures documentation,
- database management,
- updates to employee handbook,
- Updates to job requirements and job descriptions for all positions
- orientation program and important employee information presentations,
- implementing processes to evaluate performance

Time Commitment

One semester (3 months for Fall and Spring, 10 weeks for Summer), 15-20 hours per week. Schedules are negotiable but will require some evening and weekend hours. Schedule hours are subject to change during the course of the internship.



Information Technology Internship

Available Fall, Spring, and Summer

Time Commitment

One semester (3 months for Fall, Spring, and Summer). Schedule hours are subject to change during the course of the internship.

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Candidates are requested to be available 10 to 15 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but may require some evening hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Internship candidates should have an understanding of:

- Windows 7 Professional
- Windows Server 2012
- Microsoft Office
- Adobe Master Collection
- Technically adept, fast learner
- Customer service focused, friendly and helpful to users
- Great attention to detail, multitasking, and follow up skills
- Excellent communication and documentation skills

Responsibilities

- Provide end user technical support and respond to end-user help requests
- Set up, configure, and support IT devices including desktops, laptops, tablets, phones, printers and peripherals
- Maintain IT inventory, equipment assignments, and equipment checkout
- Update IT documentation and reports

To apply, please complete the attached application and email to internships@thedali.org or send to: The Dali Museum, ATTN: Volunteer Office, One Dali Boulevard, St. Petersburg, FL 33701.



THE DALÍ MUSEUM Innovation Programming Internship

Available Summer, Fall, and Spring semester

Time Commitment

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Internships are available for up to three months in the summer, fall, and spring. Candidates are requested to be available 15 to 20 hours a week on a pre-determined schedule for training purposes but schedules fluctuate based on class schedules. Schedules are negotiable but may require some evening and weekend hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Candidates should have understanding of:

1. Word Processing and Outlook
2. Excel
3. Social Media
4. Presentations and delivery

Responsibilities

The internship may provide training and an opportunity to assist:

1. Development and distribution of electronic and printed communication pieces for The Edge program
2. Event planning and execution for The Edge program
3. Interface with executive-level to student participants in The Edge Program
4. Project management and scheduling for The Edge Program
5. Research for The Edge Program

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Library / Museum / Archival Studies

Internship

Available Fall, Spring, and Summer

Time Commitment

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Internships are available for up to three months in the summer, fall, and spring. Candidates are requested to be available 15 to 20 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but require some evening and weekend hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Internship candidates should have an understanding of:

- Excel and Word
- Data Base Management
- Website Promotion Techniques
- Electronic / Social Media

Responsibilities

The internship will provide an opportunity to assist with:

- Image Processing and Management
- Research
- Digitization
- Writing Digital Collection Descriptions
- Library Guide Development
- Library Website Development
- Archiving
- Create Awareness Materials for Digital Site
- Indexing and/or Tagging

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The logo for The Dalí Museum features the word "THE" in a light blue font, followed by "DALÍ" in a large, stylized font. The "D" is red, the "A" is green, and the "LÍ" is blue. To the right of the logo, the text "Museum Management Internship" is written in a bold, black, sans-serif font.

THE DALÍ Museum Management Internship

Available Summer, Fall, and Spring semester

Time Commitment

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Internships are available for up to three months in the summer, fall, and spring. Candidates are requested to be available 15 to 20 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but may require some evening and weekend hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Candidates should have understanding of:

1. Word Processing and Outlook
2. Excel
3. Social Media

Responsibilities

The internship may provide training and an opportunity to assist:

1. Development and distribution of electronic and printed communication pieces
2. Event planning, and execution
3. Social Media site development and monitoring
4. Interface with executive-level boards and committees
5. Project management and scheduling

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Video Production & Editing Internship

Available Fall, Spring, and Summer

Time Commitment

The Dalí Museum offers unpaid internship opportunities to college and graduate students. Internships are available for up to three months in the summer, fall, and spring. Candidates are requested to be available 15 to 20 hours a week on a pre-determined schedule for training purposes. Schedules are negotiable but may require some evening and weekend hours. Schedule hours are subject to change during the course of the internship requiring flexibility in scheduling by the intern.

Requirements

Candidates should meet the following qualifications:

- College, graduate level, or recently-graduated student
- Knowledge of intermediate level techniques in video/audio recording
- Knowledge of basic video archiving procedures
- Knowledge of intermediate to advanced techniques in video editing
- Familiarity with a variety of video editing software
- Laptop with preferred video editing software (Premier Pro)

Responsibilities

The internship will provide participants with the opportunity to use techniques from the classroom in the recording, archiving, and editing of video material produced for the Dalí Museum. The internship will be under the auspices of the Deputy Director of the Museum and will work with staff from the Department of Education, Events, and IT.

To apply, please complete an application and send 2-3 samples of your work, including a description of samples, to aayala@thedali.org. Work samples should demonstrate: ability to work with more than one audio feed; ability to work with more than one visual feed; ability to manipulate and correct audio and visual feeds; splicing and cutting content.