



## **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
- Marketing & Public Relations
- Education
- Graphic Design (Marketing)
- Hospitality-Events
- Human Resource
- 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 and beginning museum professionals. 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 cover letter 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. One recommendation 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. \*If applying for college credit - An updated unofficial academic transcript.**

**To apply, please email all application materials to [internships@thedali.org](mailto:internships@thedali.org).**

### **Application Deadlines**

**All materials must be received by the following dates:**

**Fall Internship: July 1**

**Spring Internship: November 1**

**Summer Internship: April 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](mailto: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

\_\_\_\_\_ Spring

\_\_\_\_\_ Summer

Apply by July 1

Apply by Nov 1

Apply by April 1

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Last Name

First Name

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Current Address

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Phone Number and E-mail Address

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Alternate Address

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College/University  
Date

Major/Degree

Graduation

---

Graduate School  
Date

Major/Degree

Graduation

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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):

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Department Choices:

Please indicate three specific departmental choices in order of preference

(1= first choice through 3= third choice).

\_\_\_\_\_ Development

\_\_\_\_\_ Graphic Arts (Marketing)

\_\_\_\_\_ Marketing & Public Relations

\_\_\_\_\_ Information Technology

\_\_\_\_\_ Education

\_\_\_\_\_ Innovation Programming

\_\_\_\_\_ Library/Archival Studies

\_\_\_\_\_ Human Resource

\_\_\_\_\_ 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](mailto:internships@thedali.org); fax: 727.894.6068; Attn or Subject  
line: Internship, The Dalí Museum, 1 Dalí Blvd., St. Petersburg, FL 33701**



# THE DALI Development 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 recent graduates and beginning museum professionals, as well as to college students.**

**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 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 Office (Word, PowerPoint and Excel)**
- **Strong communication skills**
- **Excellent writing skills**
- **Strong research capabilities**
- **Independent work ethic**
- **Interest in donor relations**

## **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](mailto:internships@thedali.org) or send to: The Dali Museum, ATTN: Volunteer Office, One Dali Boulevard, St. Petersburg, FL 33701.





# Marketing & Public Relations

**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.**

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## **Requirements**

**Internship candidates should have an understanding of:**

- **Principals of marketing, advertising and/or PR**
- **Microsoft Office (Word, PowerPoint and Excel)**
- **Electronic/Social Media skills**
- **Strong writing skills**
- **Independent work ethic**

## **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:**

- **Microsoft Office (Word, PowerPoint and Excel)**
- **Independent work ethic**
- **Social/Electronic Media**
- **Strong writing/research skills**
- **Good communication skills**


## **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 logo for The Dalí Museum features the word "THE" in orange, "DALÍ" in a stylized font with "DA" in red and "LÍ" in green, and a blue graphic element resembling a stylized "L" or a brushstroke. 

# **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)**
- **Independent work ethic**

## **Responsibilities**

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

- **Learn the concepts of The Dalí Museum's unique brand**
- **Assist in brand maintenance among departments**
- **promotional material for exhibitions & Events**
- **Provide design for educational & other programs**

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# Hospitality - Events 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.**

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## **Requirements**

**Internship candidates should have an understanding of:**

- **Independent work ethic**
- **Microsoft Office (Word, PowerPoint and Excel)**
- **Sales**
- **Strong communication skills**
- **Outgoing and personable**
- **Strong project & time management skills**

## **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**

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

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## **Requirements**

**Internship candidates should have an understanding of:**

- **Microsoft Office (Word, PowerPoint and Excel)**
- **Detail-oriented**
- **Excellent written and verbal communication skills**
- **Possess and exhibit a strong and genuine interest in working with people**
- **Ability to handle confidential and sensitive information**

## **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

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## 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.**

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### **Requirements**

**Internship candidates should have an understanding of:**

- **Windows 7 Professional**
- **Windows Server 2012**
- **Microsoft Office (Word, PowerPoint and Excel)**
- **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**

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## **Innovation Programming Internship**

**Available Summer, Fall, and Spring semester**

### **Time Commitment**

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

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### **Requirements**

**Candidates should have understanding of:**

- **Microsoft Office (Word, PowerPoint and Excel)**
- **Detail-oriented**
- **Excellent written and verbal communication skills**
- **Possess and exhibit a strong and genuine interest in working with people**
- **Have experience in presentation and delivery skills**

### **Responsibilities**

**The internship may provide training and an opportunity to assist:**

- **Development and distribution of electronic and printed communication pieces**
- **Event planning and execution for Innovation Labs Programs**
- **Project management and scheduling**
- **Research for Innovation Labs Program**

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## **Library / Museum / Archival Studies 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.**

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### **Requirements**

**Internship candidates should have an understanding of:**

- **Microsoft Office (Word, PowerPoint and Excel)**
- **Detail-oriented**
- **Excellent written and verbal communication skills**
- **Data Base Management**
- **Electronic / Social Media**
- **Interest in Archival Studies**
- **Basic knowledge of InDesign**

### **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 promotional materials for our digital site
- Indexing and/or tagging

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## **Museum Management Internship**

**Available Summer, Fall, and Spring semester**

### **Time Commitment**

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

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### **Requirements**

**Candidates should have understanding of:**

- **Microsoft Office (Word, PowerPoint and Excel)**
- **Detail-oriented**
- **Excellent written and verbal communication skills**
- **Data Base Management**
- **Electronic / Social Media**
- **Basic knowledge of InDesign**
- **Possess and exhibit a strong and genuine interest in working with people**

### **Responsibilities**

**The internship may provide training and an opportunity to assist:**

- **Development and distribution of electronic and printed communication pieces**

- **Event planning, and execution**
- **Interface with executive-level boards and committees**
- **Project management and scheduling**
- **Data pulling and reporting**

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## Video Production & Editing 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.

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### Requirements

Candidates should have the ability to:

- Demonstrate intermediate level techniques in video/audio recording
- Understand basic video archiving procedures
- Demonstrate intermediate to advanced techniques in video editing
- Familiarity with a variety of 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 (please upload videos to a YouTube account and link us the videos), including a description of samples, to [internships@thedali.org](mailto:internships@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.**