

Town of Ponce Inlet  
4300 South Atlantic Avenue  
Ponce Inlet, FL 32127  
(386) 236-2150



Ponce Inlet Historical Museum  
143 Beach Street  
Ponce Inlet, FL 32127  
(386) 761-2408

## **PONCE INLET HISTORICAL MUSEUM INTERNSHIP**

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The Ponce Inlet Historic Museum, located at 143 Beach Street, contains two historic Florida Cracker-style cottages that have been restored to their original layout. The Museum is dedicated to education through the preservation and dissemination of the history and cultural heritage of the Town of Ponce Inlet.

The Ponce Inlet Historical Museum offers internships on a somewhat flexible and ongoing basis during museum hours M-F 12:30-4:30; Saturday 10-4. Internships offer the opportunity to gain valuable, practical experience while receiving guidance and mentoring from museum professionals. Internships require a specific number of hours per week during which interns complete the objectives of a specific target project as well as daily assignments based on the interests of the intern. Interns have the opportunity to participate in special events and various educational programs when appropriate.

The internship program offers a wide variety of opportunities for students, including; outreach, educational, interpretive, research, fundraising, and event planning. Interns will work to promote, preserve, and enhance the Museum. Outreach activities may include staffing informational tables. Educational opportunities include giving/developing interpretive and educational tours, creating lesson plans for K-12 students, and assisting with permanent and temporary exhibits. Research projects could include outside archival research pertaining to the Museum's mission and assisting with interview and oral history transcriptions of local veterans and residents.

It is essential that applicants to this position have excellent communication skills and demonstrate enthusiasm for sharing history with the public. Students interested in applying for this internship should be majoring/minoring in History, Public History, and/or History Education. However, others not majoring in History may also apply.

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## Application for HISTORICAL MUSEUM INTERNSHIP

*Please note that all information provided becomes public record upon receipt, unless otherwise exempted per F.S. 119.*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of High School/College or University: \_\_\_\_\_

Major: \_\_\_\_\_ Minors: \_\_\_\_\_

Availability and Time Frame of Internship: \_\_\_\_\_

Name of Advisor Overseeing Internship: \_\_\_\_\_

Address of Advisor: \_\_\_\_\_

Telephone Number of Advisor: \_\_\_\_\_ Email of Advisor: \_\_\_\_\_

Do you have any experience, education, and/or interest in the fields below or other related field?

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Local history         | <input type="checkbox"/> Planning/Urban design  |
| <input type="checkbox"/> Folklore     | <input type="checkbox"/> Cultural anthropology | <input type="checkbox"/> Curation               |
| <input type="checkbox"/> Conservation | <input type="checkbox"/> Historic preservation | <input type="checkbox"/> Landscape architecture |
| <input type="checkbox"/> Archaeology  | <input type="checkbox"/> K-12 education        | <input type="checkbox"/> Antiques               |

If yes, please explain: \_\_\_\_\_

Please describe any special skills you may have. \_\_\_\_\_

Please provide two references:

1. \_\_\_\_\_  
(Name) (Phone Number) (Relationship)

2. \_\_\_\_\_  
(Name) (Phone Number) (Relationship)

Emergency Contact:

\_\_\_\_\_  
(Name) (Phone Number) (Relationship)

I hereby affirm that the information in this application is accurate. I understand that a background check is required prior to my acceptance as a Museum Intern. I agree to abide by and comply with all regulations, policies, and procedures for Town of Ponce Inlet volunteers/interns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STAFF USE ONLY

Application received by: \_\_\_\_\_ (Initial) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Background Check received from Police Dept. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

- APPROVED  
 DENIED



TOWN OF PONCE INLET/ HUMAN RESOURCE DEPARTMENT  
 4300 S. Atlantic Avenue  
 Ponce Inlet, Florida 32127  
 Phone: (386) 236-2152 // Fax: (386) 322-6717

## AUTHORIZATION TO OBTAIN INFORMATION

I authorize a representative of the Town of Ponce Inlet, Florida to perform a background investigation of myself in connection with my application to intern at the **Ponce Inlet Historical Museum**.

\_\_\_\_\_  
 Applicant's Printed Name

\_\_\_\_\_  
 Date of Birth

\_\_\_\_\_  
 SSN

- I understand my social security number is requested for the purpose of background investigation and will be used solely for these purposes. Pursuant to F.S. 119, social security numbers are exempt from public records requests, and will be redacted if a record request of my application is made.
- I understand the investigation may include, but is not limited to, information as to my credit, criminal history, driver's license information and records, personal references, and other sources.
- I authorize the release of any information that the Town of Ponce Inlet may request from the above-mentioned sources.
- I recognize that if more than one year elapses between my days of service as a museum volunteer, a new background investigation will be required before I am reinstated.

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Date Signed

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_,

before me came \_\_\_\_\_ whose is

personally known to me or provided \_\_\_\_\_ as

identification and took an oath that the statements made in said instrument are true.

*Notary Stamp/Seal*

\_\_\_\_\_  
 Notary Signature

***A copy of applicant's Driver's License or form of ID must be attached to this document.***