AMAIP Host Site Application  
(Summer 2021)

NOTE: Use of this PDF version of the application is for convenience to institutions as they prepare responses to questions. **All applications must be submitted online to be considered.**

SECTION I – GENERAL INFORMATION

Institution/Organization Name:

Name & Title of Primary Contact Person for Host Site:

   Email address for Primary Contact Person:

Name & Title of primary AMAIP Intern's Supervisor:

   Email address of AMAIP Intern's Supervisor:

Please list the names titles and email addresses of other colleagues who will likely work with and/or be involved in the training of the AMAIP intern (Please use a comma or semi-colon to separate each person and their information.)

1.)

2.)

3.)

SECTION II – PROJECT DESCRIPTION

Brief Summary of Project Proposed:

Full Description of Project Proposed:
Will the intern be expected to complete this project or a specified percentage of the project?

__Yes, 100% of the project should be completed.
__No, only a specified portion of the project
__TBD. We will discuss details with the intern during the first 2 weeks and clarify expectations.

Will the project assigned be very straightforward or is there room for the intern to think outside of the box and put their spin on it? Explain.
(Note: Your response will not impact the AMAIP jury selections of your org as a host site.)

SECTION III – INTERN QUALIFICATIONS & HOURS

What kind of skill set are you looking for in an AMAIP Remote Intern?
(Please list the 5 most important required/expected skills and qualities.)

Preferred Experience with …
(Check at least 3, but feel free to check ALL that apply)

__Digitization
__Metadata
__Creating/Editing Finding Aids
__Spreadsheets
__Social Media
__Records Management
__Web Design/Editing (using web authoring tools)
__Programming Languages
__Collections Knowledge/Experience
__Web & Database Research
__Proprietary/Open Source digital archive tools (e.g. Presevica, ArchiveSpace, Archon, etc.)
__Cataloging
If you would like to clarify the importance of any skills checked off above by designating the level of knowledge expected, naming a specific tool or genre of resources, you may do so here. (Some examples are Excel, Instagram, LibGuides, XML, JavaScript or African American Studies, social science or history databases)

Required or Preferred Work Schedule
(If flexible, explain.)

SECTION IV – INFORMATION about your INSTITUTION/ORG AND TEAM/DEPARTMENT:

Has your institution/organization previously hosted a BMRC-AMAIP intern?
(NOTE: This is an informational question and is NOT used to disqualify any site applicant.)

__ Yes
__ No
__ Maybe/I am not sure

If your institution/org has hosted a BMRC-AMAIP intern, please share the year and a brief synopsis of the project, if known.

Has your institution/organization previously hosted interns in any capacity?
(Note: This is an informational question and is NOT used to disqualify any site applicant)
IF your institution/org has hosted an intern in any capacity, please share the year and brief synopsis about the project, if known.

Have you and/or the intern's designated supervisor hosted any previous interns remotely? (NOTE: This is an informational question and is NOT used to disqualify any site applicant)

Do you have plans for making the AMAIP intern’s experience more holistic? (Mentorship, Career Information, Unit Presentations, Online Tours, Exposure to professional orgs, Guest Speakers, etc.)

___ Yes, we have plans.
___ Yes, but we would like ideas and assistance from the BMRC.
___ No, our staff is limited. We would like help with this aspect of the internship from the BMRC.

SECTION V --- BMRC CONNECTIONS & FINAL COMMENTS

Did you attend the BMRC-AMAIP Remote Internship workshop on December 10? (Note: Attendance is not a requirement as a site applicant)

___ Yes
___ No
___ I attended part of the session, but had another commitment

Please add here any questions you may have or additional information you believe is important to share with the AMAIP Jury Selection Committee.

THANK YOU!!