



## **Public Education Fellowship Application Directions**

### **How to apply:**

1. Complete Application Form
2. Prepare a single document (MS Word or PDF) containing: a cover letter (addressed to Dustin Mack, Chief Curator), a current resume or vita, and at least three references.

\*Only MS Word or PDF documents will be accepted and must not be cloud/drive versions to be downloaded.

3. Email the Application Form and the single cover letter/resume document (as an attachment) to [dustin@myhistorymuseum.org](mailto:dustin@myhistorymuseum.org). Include your name and the job title in the subject line of the email.

### **Important Information**

Properly formatted applications will be acknowledged via email within five business days of receipt. After which you will receive either an interview invitation or notification that you are no longer a candidate for the position.

Applicants chosen for an interview will be asked to provide a letter of recommendation (in either MS Word or PDF format) from either an academic instructor or advisor or a current/recent employer. The recommendation should be e-mailed directly to [dustin@myhistorymuseum.org](mailto:dustin@myhistorymuseum.org). Recommendations must include the applicant's full name in the subject heading of the e-mail.

Applications will be reviewed on a rolling basis with interviews scheduled in March-April. The successful candidate will have an anticipated start date in June 2019.