

Joint-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France & the OECD

Open to: All French National Students

**Deadline
to apply:**

**At Least Five
Months Before
Start Date**

Internship: Cultural Heritage Program (CHP)
U.S. Embassy Paris, France

Internship Description:

The Cultural Heritage Program (CHP) is constantly updating its archives and information on the heritage collection of fine art, furniture and historic 18th and 19th century decors in the Tri-Mission. The CHP internship will consist of assisting the Cultural Heritage Office to compliment the collection documentation by photographing items, doing research on artists and objects as well as assisting with the archive digitalization process of fine art, furniture, sculpture and architectural items.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be able to prove French nationality
- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma.** and be enrolled in a **University program.**
- Must be currently enrolled in a post baccalaureate program **in art history or heritage related studies** good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include medical insurance.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to provide a medical certificate from the student’s doctor

Hours: 35 hours a week, 7 hours daily Monday through Friday

Internship period: To be defined **Duration of this internship:** Eight (8) weeks maximum

Description of Duties and Responsibilities:

Working under the supervision of the Cultural Asset Manager, the intern will carry out the following tasks:

- Photographing and cataloguing heritage items.
- Researching artists and writing documentation on heritage items.
- Archiving existing documents.
- Updating the Cultural Heritage Program website information.

Required Skills/Qualifications: (These may be tested)

1. Education: Student pursuing a bachelor degree in Art History and/or Decorative Arts.

2. Language Proficiency:

- English (Writing-Reading-Speaking): Good Level.
- French (Writing-Reading-Speaking) Native speaker.

3. Other Skills:

- Must be able to use the Internet to conduct information searches.
- Must be able to create documents using Microsoft Word.
- Must be able to create spreadsheets using Microsoft Excel.
- Must be able to create documents using Microsoft PowerPoint.
- Must be able to draft documents in English.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your French ID card or passport

Submit application at least five (5) months prior to your internship period to:

ParisInternRecruitment@state.gov

Joint-Mission France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.