

A Handbook for Internship Applicants

Introduction

1. This handbook is for individuals interested in applying to internships, that are part of the Greenberg Family International Internships Program, at POLIN Museum.
2. The internships, that are part of the Greenberg Family International Internships Program, are advertised on POLIN Museum's website, in the Public Offers & Internships section. All applications should be made by following the established application process laid out on POLIN Museum's website.
3. Internships are educational and career developmental opportunities providing practical experience in a workplace environment.
4. Applicants to the Greenberg Family International Internships Program are expected to be studying or interested in Eastern European Jewry. An interest in public institutions and working in them is also recommended.
5. POLIN Museum internships enable participants to acquire or enrich their professional skills to aid employment prospects, make a contribution to a particular department and gain insight and new perspectives from professionals in an area of work.
6. The Greenberg Family International Internships at POLIN Museum are possible in a number of departments. Please note that internships:
 - a. usually provide an intern with their first experience of the sector or a particular role
 - b. are for current university undergraduate or graduate students
 - c. are structured, short-term, supervised placements where the emphasis is on on-the-job learning often focused around particular tasks or projects with defined timescales
 - d. will be conducted in English or Polish, you must be able to communicate with your mentor and other workers. Therefore we require proficiency of level C1 or higher in English or Polish
 - e. are for an eight week duration
 - f. are for 32 hours a week
 - g. internships are run during the months of May to October, with the deadline for applications being **February 15**
 - h. are available to individuals who are 18 to 30 years old
7. If you are searching for a job opportunity at POLIN Museum of the History of Polish Jews, you should visit the section of POLIN Museum's website dedicated to job announcements: <http://www.polin.pl/en/announcements-and-jobs>. Volunteering opportunities are open to people residing in Poland, and more information about this is available on POLIN Museum's website here: <http://www.polin.pl/en/volunteering-at-the-museum>.

Pre-placement

Application Process for Internships

8. If you wish to proceed with an application for a Greenberg Family International Internship, advertised on POLIN Museum's website, please complete the application process according to the guidelines below. Should you have any trouble completing your application, please email mswiecicki@polin.pl. Please note that speculative applications will not be accepted.
9. To ensure your application is processed:
 - a. it must be made using the provided Application Form, which must be fully completed
 - b. it must include the Application Form, your CV, letter of motivation, proof of your university enrollment, and two letters of recommendation
 - c. your CV can be either a résumé or a curriculum vitae but please give a clear description of your educational background and previous work undertaken
 - d. for your letter of motivation please write a one page letter explaining why you would like to do an internship at POLIN Museum
 - e. your proof of your current enrollment in an accredited university should be a document provided to you by your university's administration
 - f. your two letters of recommendation must be from academic sources. One from your academic advisor and the second from another faculty member. Be sure to allow your recommender ample time to write the recommendation. You may either include the recommendation with your application materials, or have him/her email it directly to mswiecicki@polin.pl with your name included in the subject line (e.g., Recommendation Letter for *your name*, 2017 Internship)
 - g. the deadline for applying is **February 15**, any applications received after the deadline will not be accepted. So if you are mailing your application by post please consider the time it will be in transit.

Visa Requirements

10. POLIN Museum of the History of Polish Jews is unable to provide sponsorship for visas for the purposes of internships. If you have a passport from a non EEA country, before you apply for an internship you must:
 - a. check with the Polish Consulate in your country regarding visa and entry requirements, you can also check online here:
http://www.msz.gov.pl/en/travel_to_poland/entering_poland/visa_free/visa_free_countries
 - b. it is your responsibility to make all subsequent arrangements regarding work visas.
11. EEA and Swiss nationals have the right to work in Poland and do not need a visa.

Financial Information

12. Greenberg Family International Internships will be compensated. Each intern will be offered 10,450 PLN for their eight week internship. This amount will be guaranteed by a contract which will be offered to accepted applicants. In accordance with the contract you will be

- obligated to produce a report at the end of each month of your internship, which will need to be approved by your mentor and the head of the department you are working in.
13. Before you apply for an internship you must secure sufficient funds for travelling to Warsaw, and your living expenses whilst in Warsaw. It is your responsibility to make all arrangements for your travel, insurance and accommodation, and your day to day living requirements.
 14. There are no fees or charges for materials, or other costs imposed by the museum for an internship.

Selection Process for Internships

15. The selection process:
 - a. after receipt of your fully completed application, made via email or post, it will be reviewed by the coordinator of the Greenberg Family International Internships Program
 - b. if your application is accepted by the coordinator, it will be sent to the selection committee where it will be reviewed by the heads of the department's that are offering internship positions this year
 - c. if your application is accepted by the selection committee you will be contacted by the program coordinator to arrange a Skype interview
 - d. successful candidates will be notified in March
 - e. all unsuccessful candidates will be notified as soon in the selection process as possible.
16. No applications submitted after the deadline, February 15, will be considered.

Post Offer of Placement

17. If your application is accepted, you will receive:
 - a. a formal letter offering you the internship
 - b. an Umowa o praktykę absolwencką (agreement on graduate traineeships), which will be a legally binding contract between the POLIN Museum of the History of Polish Jews and you that will regulate the terms and conditions of your internship and the compensation you will be paid.
18. If there are any changes in your primary contact email address after you apply, please ensure you inform us immediately in case we need to get in touch with you. If we cannot get in touch with you during the period of six weeks prior to the start of your internship, or for the period of one month at any point from receipt of your acceptance of this offer to six weeks prior to the start of your internship, we will have to withdraw this offer and consider other candidates. If you have any problems which prevent you from taking up our offer, please let us know as soon as possible.

During the Internship Placement

Introduction

19. On the first day of your internship you should receive an introduction including:
- a history of POLIN Museum's building and creation
 - an introduction to your mentor and department
 - a tour of the facilities, public and work areas, kitchens, fire exits, etc.
 - the Work Regulations of the museum
 - a tour of the Core Exhibition.

Tasks

20. Your internship is a genuine opportunity to acquire skills and experience relevant to your professional career. To achieve this:
- based on discussion during your interview and after you have accepted the internship you will be assigned a mentor and specific work that suits your skills and interests
 - you should receive a role description, outlining the tasks you will be expected to perform during your internship and the objectives of the internship and/or projects
 - you should be provided with tasks that develop your skills, although of course there will be some basic tasks that you are required to do, as there are in most jobs
 - you may work across a number of different areas within the department
 - we aim to give you as much diversity in your tasks as possible
 - we aim to provide you with the flexibility to attend events hosted by the museum for the public and employees, to visit other sites of interest in Warsaw, or to complete study requirements.

Supervision

21. You will be allocated a mentor who will assign and supervise your tasks. Your mentor will offer informal support and guidance, as well as act as the first point of contact for concerns. In addition, your mentor may be able to provide you with advice on different career paths and progression routes.
22. The coordinator of the Greenberg Family International Internships Program will supervise your work generally, monitoring to ensure that both parties, you and the department you are working for, are happy with the work being performed and will intervene if necessary. The coordinator will also mediate in any disputes or disagreements between you and your mentor.

Expectations of Behavior, Disputes and Complaints

23. You are expected to be courteous and respectful to all staff, volunteers and other interns who are employed by the museum or are doing work in/for the museum during your internship.

24. You are expected to follow the rules and procedures of POLIN Museum of the History of Polish Jews, including those concerning security, health and safety, diversity, electronic communications and confidentiality.
25. It is the intention of POLIN Museum that internships are enjoyable and rewarding for all parties. Any problems that may arise on either side should be resolved through informal discussion. Supervisors and other museum staff, including the program coordinator, will observe the basic principles of fairness in dealing with any issues of capability or conduct that may arise, pointing out any shortcomings in performance and giving opportunity for improvement. The HR department will give advice on issues that are serious.
26. If the issues prove to be irreconcilable, either side has the option to terminate the contract governing the internship by terminating it in writing and giving seven days' notice.
27. POLIN Museum of the History of Polish Jews reserves the right to terminate an internship should you be guilty of gross misconduct or any negligence resulting in loss or damage to the museum.

At the End of the Internship

28. Upon completion of each four weeks of your internship you will be required to complete a report about the work you have done during your internship. This report does not have to be written, but can be multimedia. The form of the report will be decided by the head of your department, and will be included in your contract, and will be based on what best suits the tasks you have performed.
 - a. This report will be submitted to your mentor and the head of your department and must be approved by them. If they do not approve it then you will not receive compensation for your internship.
29. The Museum, upon your request, is obliged to submit, in writing, a certificate about the type of work performed and skills that you acquired during your internship.