

Tehran Peace Museum Internship Policy

For Non-Iranian Interns

June 2017

Introduction

The Tehran Peace Museum (TPM) is an NGO which aims to promote a culture of peace and non-violence through its exhibits of catastrophic consequences of wars (with a focus on the use of chemical weapons), its educational programs, its artworks displayed in the Art for Peace gallery and through its international exchanges.

An internship in the TPM provides the opportunity to work closely with the victims of war - especially victims of weapons of mass destruction such as chemical weapons. Interns at the TPM will gain a new perspective of war veterans as peace activists and will experience working closely with them to raise awareness on the consequences of the wars and to promote a culture of peace.

Interns will also benefit from the unique opportunity to interact with the young, student volunteers at TPM, opening windows to an authentic image of Iranian society and culture.

While working at the TPM, interns will have the opportunity to participate in the TPM's cooperative relations with the international organizations such as Mayors for Peace and the International Network of Museums for Peace.

In the Spirit of mutual cooperation, the TPM wishes to benefit from the knowledge, experience and creativity of its interns, who will find suitable ground to express their ideas and projects related to peace at the museum.

❖ **Aims and Purpose of Internship**

The objective of the internship is to provide exposure for young persons to come to Tehran and learn about the work and philosophy of the TPM. The intern will be set specific tasks and trainings and be expected to choose projects to work on from a pre-list of options drawn up by the intern's supervisor.

The TPM also hopes to benefit from the knowledge that each intern will bring to the museum and to maximize his or her skills to the benefit of the museum.

❖ **Supervision for Intern**

Interns will be assigned a direct supervisor from within the TPM. The supervisor's role will be to help in the intern's transition into Tehran and to guide the intern during their internship at the museum.

The supervisor will contact the intern after the internship application is approved by TPM board of directors and will guide the intern through the next steps before arrival to TPM, during the internship and for the follow ups after the internship period.

❖ **Conditions for eligibility**

The following conditions will apply:

- **Age:** Interns should ideally be between the ages of 18 to 25.

The TPM will consider high school age applicants between the ages of 16-18 and applicants between the ages of 25 to 30. Students under the age of 18 will be required to provide a permission letter from a parent or guardian.

- **Language skills:** English is the working language of the non-Iranian interns. Knowing basic Persian is highly recommended. Optional languages including French, German, Arabic or Spanish will be beneficial.

- **Communication skills:** Communication skills with different groups of people such as ordinary visitors, veterans, students, disabled people, officials, etc is necessary.
- **CV and letter of interest:** Each intern will be required to send a letter of interest and a CV which will be reviewed in TPM's board of directors in order to approve or reject the application.
- **Registration form:** A registration form will need to be completed and sent to TPM via email. The form is available on TPM's website, [here](#).
- **Online Interview:** Applicants may be asked to participate in an (online) interview via Skype before while their application is being processed.

❖ **Administration**

- **Visa:** The intern will be required to arrange their own visa. TPM may be able to provide invitation letters for the interns in specific cases.
- **Accommodation:** Non will be provided.
- **Duration of the internship:** A minimum 6 weeks period is preferred. The applicant can choose between a full time internship (40 hrs/week) or part time internship (16 to 24 hrs/week).

❖ **Status**

Each interns works gratis and is not a staff member.

❖ **Expenses/Insurance**

Interns will have no expense allowance and will not be insured by the TPM. Each intern must arrange full travel and medical insurance for his or her own.

Interns will pay for their own travel to and from Iran and also for any travel undertaken within the country.

❖ **Expectations**

The following expectations apply for each intern:

- Relationship building before arrival in Tehran through email, Skype etc.
- Before coming to the TPM to start the internship, interns are required to complete a short report/project/interview connected to a peace project in their own community. The interns will be expected to share this report on coming to the museum.
- Training Period: interns will have a one-week training programme within the TPM in which they will be trained to be a tour guide and they learn about the ongoing projects of the TPM. They will be expected to assist with giving tours to visitors and working on projects later.
- Interviewing a Chemical Weapons Survivor. Interns will be required to interview a survivor from within the museum, asking questions relevant to them. Interns will be asked to share their interview experiences in a medium of their choice.
- Workshops: interns will be required to attend any workshops or events taking place at the TPM during their tenure.
- Assignments: interns will, on occasion, be tasked with assignments to assist their understanding of the TPM's work. This will take the form of group discussions on topics of interest, reviewing articles and films etc.
- Assisting the supervisor in ongoing projects of the TPM including the educational programs, cultural exchanges, volunteers' affairs, etc.
- Outcome: interns are required to complete one project from a list of options provided by the TPM.

❖ **Outcome Options**

Interns may choose from the following options for their outcome project:

- Choose one of the panels within the museum and expand upon it to make a particular section of the museum more accessible to visitors.
- Develop brochures or information for any of the TPM's project which can be loaded onto the website of used in AR (Augmented Reality).
- Develop info graphic material for the TPM on chosen sections.
- Make a short video about the museum's work which can be loaded on the website or sent to interested parties.
- Oral History/Voices of Peace project: Use the available material on TPM's website and share ideas on how to expand/advertise the project
- Art work: students may produce artwork of their choice to express understanding of the TPM's philosophy and be of interest to visitors.

❖ **Final Presentation**

On completion of the internship, interns will be expected to give a presentation about their experience and share their outcome project for the TPM staff and volunteers.

❖ **Certificate of Participation**

On completion of the internship, interns will be presented with a certificate of participation based on their performance during their internship.

❖ **Support from the Museum**

The TPM will support interns in the following manner:

- Supervisor will offer guidance and assistance to interns during their internship.
- TPM will connect interns with the young Iranian volunteers.

- Involvement in on-going projects within the TPM: interns will be invited to join some of the current projects to enable hands-on experience of the daily life of a museum.
- The TPM may offer field trips to other NGOs and places of interest within Tehran based on intern's experiences and interest.
- A half-day workshop for TPM volunteers will be offered to interns at university level in which the interns can share the outcome of their research with them.
- TPM will provide material or equipments required to perform the intern's tasks.

❖ 12. Feedback

On exiting the internship, the TPM will request feedback from each intern about his or her personal experiences and suggestions for improvement of the programme.

❖ Post-internship

The TPM intends to continue its relationship with interns and will task each intern with the question of: How will you share your experiences at the TPM when you go back home? The TPM aims, in this way, to continue the development of a culture of peace and to keep in touch with interns.

Interns will be asked to contribute articles or other media for the website page specific to internships at the Tehran Peace Museum in future.

Please send your documents to
internship@tehranpeacemuseum.org
or contact it for more information.