

**Chesapeake Bay Maritime Museum**  
**2010 Curatorial Intern Position Description**

**Department:** Curatorial

**Intern Supervisor:** Curator, Collections Manager

**Length of Internship:** 9 weeks

**Scope:** Exhibit de-installation and all its attendant activities. This includes transporting, cataloguing, and housing documents, photographs, and objects. Learn data entry and research use of museum's collections management database. Learn proper object handling procedures. Assist with exhibition or program research. Assist visiting researchers and help with museum special events.

**Proposed Intern Schedule:** 9 weeks beginning Monday, January 25, 2010, ending Friday, April 23; Monday-Friday, 9 a.m.-5 p.m.

**Intern Goals and Responsibilities:** Goal is to provide an introduction to museum collections management and a variety of museum curatorial work. Expectations include attendance, the completion of accurate and complete catalog records, and proper handling of artifacts. Interns may also be asked to assist with museum special events on one or two weekends during the course of the internship.

- Understand departmental and museum operations and policies
- De-install "Their Last Passage" exhibition
- Learn and improve specific collections and research skills
- Become familiar with the museum's collections resources

**Requirements:**

- Must be a US citizen.
- This position is open to students in Maryland only.
- Current enrollment in a graduate or undergraduate degree program in history, art history, anthropology, museum studies, or a related discipline preferred.

- Ability to lift up to 40 lbs.

**Application Dates:**

Applications are due by close of business Monday, December 21, 2009.

Notice of acceptance for intern positions will be made by Wednesday, January 6, 2010.

**Application Procedure:**

The following additional items are required to complete your application. **Do not staple** any of the required materials; they can be affixed with a paper clip if necessary.

1. A cover letter indicating the internship for which you are applying.
2. A statement of no more than 500 words (two typewritten pages, double-spaced), which explains how the Chesapeake Bay Maritime Museum internship fits with your background and career goals. Include the reasons for your choice of specific departments or programs for an internship. Also describe what you hope to achieve from the experience and what you believe you can contribute.
3. Two letters of recommendation.
4. Official copies of your most recent transcripts.
5. Your resume.
6. A recent writing sample.

**Stipend:** Full time interns are paid a stipend of \$7.25 per hour for 9 weeks. Interns are paid for holidays, but not for time lost due to illness or personal leave. No housing is available.

**Additional information on be found on our website:**

[www.cbmm.org](http://www.cbmm.org)

**Mail Applications to:**

Melissa Spielman

Volunteer Administrator & Intern Coordinator

Chesapeake Bay Maritime Museum

Navy Point, P. O. Box 636

St. Michaels, Maryland 21663

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**Proposed Intern Schedule:** 9 weeks beginning Monday, January 25, 2010, ending Friday, March 19; Monday-Friday, 9 a.m.-5 p.m.

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