

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

**Department:** Center for Chesapeake Studies

**Intern Supervisor:** Supervisor, Center for Chesapeake Studies

**Scope:**

The CCS Intern will work with the CCS Director and Education Director to assist in the development of the second CBMM Folk Festival on July 25, 2009. He/she will organize and implement sections of the festival as well as assist on other festival sections as needed.

**Proposed Intern Schedule:** 13 weeks beginning mid-May

**Intern Goals and Responsibilities:**

- Develop sections and narrative stages for festival
- Work with the staff to assist in the development of other festival areas as needed
- Oversee installation of areas of festival
- Draft text for festival signage and guidebook

**Requirements:**

- Pursuing or holding a degree in folklore, public folklore, education, museum studies, history, or related field, or equivalent experience
- Oral history documentation experience

**Application Dates:**

Applications are due by close of business Friday, February 26, 2010.

Notice of acceptance for intern positions will be made by Monday, March 29, 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 \$150 per week. Interns are paid for holidays, but not for time lost due to illness or personal leave. Co-ed, shared housing is provided to interns on an as needed basis; a \$50 refundable housing deposit must be made at time of signed intern agreement.

**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

[mspielman@cbmm.org](mailto:mspielman@cbmm.org)