

## Chesapeake Bay Maritime Museum

### 2010 Intern Request Form

**Department:** Education

**Intern Supervisor:** Director of Education

**Scope:** The Education Intern will work with the Education Staff to implement, evaluate and improve summer education programs as well as expand future offerings. S/he will also provide interpretation at various exhibitions.

**Proposed Intern Schedule:** 10 – 13 weeks in the summer between June and September

**Intern Goals and Responsibilities:**

- Work with the staff to assist, expand and evaluate Bay Combers program
- Assist staff with planning and implementation of our annual Crab Days festival
- Assist Education Department with development of new school programs
- Assist Education Department with “Saturdays for Kids” programs
- Review and revise the Docent tours to make them more hands-on and engaging
- Interpret using both thematic tours as well as building interpretation techniques

**Requirements:**

- Current enrollment in a graduate or undergraduate degree program in Education, Museum studies, History, or related field
- Ability to work with diverse audiences including children, families, volunteers, and older adults
- Strong written and communication skills
- Experience with Windows applications
- Ability to work pro-actively and independently on multiple tasks while maintaining quality and meeting deadlines
- Enthusiastic and customer satisfaction oriented personality
- Flexible hours; availability to work some weekends

**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 can 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)