

Chesapeake Bay Maritime Museum
2012 Curatorial Intern Position Description

Department: Curatorial

Intern Supervisor: Curator, Collections Manager

Length of Internship: 10-13 weeks

Scope: Catalog and rehouse manuscript, photograph, or object collections. Learn data entry and research use of museum's collections management database. Assist with exhibition or program research. Assist visiting researchers and help with museum special events.

Proposed Intern Schedule: 10-13 weeks beginning Monday, June 4, 2011; Monday-Friday, 9 a.m.-5 p.m. Length of internship can be finalized with the department supervisor at the time of the job offer.

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
- Learn and improve specific collections and research skills
- Become familiar with the museum's collections resources

Requirements:

- Must hold US citizenship.
- Current enrollment in a graduate or undergraduate degree program in history, art history, anthropology, museum studies, or a related discipline preferred.
- 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
- Ability to lift up to 40 pounds.

Application Dates:

Applications are due by close of business Friday, February 24, 2012.

Notice of acceptance for intern positions will be made by Monday, March 26, 2012.

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. **We will not accept emailed applications.**

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 may be available 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

Mail Applications to:

Robert Forloney

Director of the Kerr Center for Chesapeake Studies

Chesapeake Bay Maritime Museum

Navy Point, P.O. Box 636

St. Michaels, MD 21663

410.745.4959

rforloney@cbmm.org

www.cbmm.org