

Chesapeake Bay Maritime Museum
2012 Internship Description

Department: Education

Intern Supervisor: Director of Education

Scope: The Education Intern will work with the Education Staff to plan, teach, and evaluate summer education programs as well as expand future offerings. S/he will also create new content for and participate in summer festivals, assist in educational program promotion, and provide support for initiatives of the Education Department as needed.

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

Intern Goals and Responsibilities:

- Work with the staff to assist, instruct and evaluate 6-week Kids Club program
- Assist staff with planning, programming and implementation of our annual summer festivals
- Assist Education Department with marketing of school programs
- Develop and present family activities for summertime “Visitor Experience Initiative”
- Review, evaluate and revise the Family Activity Bag
- Interpret using both thematic tours as well as building interpretation techniques

Requirements:

- Must hold US citizenship.
- Current enrollment in a graduate or undergraduate degree program in Education, Museum studies, or related field
- Experience working with small children
- Ability to work with diverse audiences including families, volunteers, and older adults
- Strong communication skills and the ability to speak in public settings
- 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 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