

Chesapeake Bay Maritime Museum
2012 Folklife Intern Position Description

Department: Center for Chesapeake Studies

Intern Supervisor: CBMM Folklorist

Scope: The Folklife Intern will work with CBMM staff to assist in the development of the fourth Chesapeake Folk Festival on July 28, 2012. He/she will organize and implement sections of the festival as well as assist on other festival sections as needed.

Proposed Intern Schedule: 10-13, ideally beginning no later than May 29. Length of internship can be finalized with the department supervisor at the time of the job offer.

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:

- Must hold US citizenship.
- Current enrollment in a graduate or undergraduate degree program in Education, Museum Studies, History, Folklore, or related field
- Oral history documentation experience
- 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 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

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