Curatorial Intern

**Overview**

**Department:** Curatorial  
**Intern Supervisor:** Associate Curator of Collections  
**Length of Internship:** 10-13 weeks beginning May/June 2020  
**Intern Schedule:** Monday-Friday, 9 a.m.-5 p.m., however interns will be expected to be present on evenings and/or weekends when specific special events are scheduled and will be permitted time off during the week to offset these hours.

**Stipend:** Internships at CBMM require a commitment of at least 40 hours per week and include a weekly stipend of $175.00 to offset travel and other expenses.

**Housing:** A limited quantity of free, shared-housing is also available.

**Scope and Learning Opportunities:**

The purpose of the internship is to provide in-depth experience based on the candidate’s background, strengths, and/or professional goals, based upon CBMM’s current curatorial needs. Interns may be assigned one or more projects, such as: cataloging objects, photographs or ship’s plans; processing manuscript collections and creating finding aids; assisting with inventory of CBMM’s collection; and cataloging books and periodicals from the existing card catalog system. Interns will have the opportunity to become adept with data entry and access using the collections management software, Proficio by Re: discovery.

Other learning opportunities include assisting onsite researchers, answering research questions, completing object, program and exhibition research, maintaining exhibit and collections storage conditions through monitoring and housekeeping, working with the CBMM collection of over 75,000 items, and helping with museum special events. Interns will be invited and encouraged to take advantage of a rich variety of programs and hands-on experiences at CBMM and in the community outside of the regular work day.

In order to facilitate the professional development and educational nature of CBMM Internships, a summer-long seminar on various aspects of museum management will be provided.

**About the Museum**

The Chesapeake Bay Maritime Museum is dedicated to preserving and exploring the history, environment, and culture of the entire Chesapeake Bay region, and making this resource available to all. As an educational institution, staff fulfill CBMM’s mission, goals, and vision, working individually and collaboratively to encourage the public’s access to our collections, programs, and resources.

Situated on 18 waterfront acres in the historic town of St. Michaels, Maryland, the Museum offers exhibits, demonstrations, boat rides on the Miles River, and annual festivals that celebrate Chesapeake Bay culture, boats, seafood, and history.

The Museum’s floating fleet of historic Chesapeake Bay watercraft is the largest in existence and its small boat collection includes crabbing skiffs, workboats, and log canoes. The Museum’s working boatyard highlights restoration of the Bay’s traditional vessels.
Nearly 70,000 people visit the museum each year, including more than 20,000 children and adults who participate in numerous educational and boatbuilding programs offered at the Museum.

**About the Internship**

**Intern Goals and Responsibilities:**
- Understand departmental and museum procedures, practices and policies
- Work to improve access to specific collections and learn research skills
- Become familiar with the Museum’s collections resources and management system.
- Participate in intern seminar program to explore all aspects of museum management

**Required Skills and Experience:**
- Candidates should be graduate students or advanced undergraduates with a major in history, museum studies, library/information science, anthropology, or a related field and be willing to work with diverse types of artifacts
- 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.

**To Apply**

To apply, please send your resume and a thoughtful cover letter which includes how the Chesapeake Bay Maritime Museum internship fits with your background and career goals and what you hope to achieve from the experience, as well as what you believe you can contribute. Also required for consideration are a copy of your most recent transcript, and a letter of recommendation. Please send to hr@cbmm.org with “Summer_ Internship_ Your Name” in the subject line.

The Chesapeake Bay Maritime Museum values diversity in its workplace. We will consider all qualified applicants for our internship program without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, gender identity or expression, disability, status as a covered veteran, or any other characteristic protected by law.

**Application Dates:**
Applications are due by 9:00 A.M, EST, Monday, February 17, 2020.
Notice of acceptance for intern positions will be made by Wednesday, April 1, 2020.

Additional information can be found on our website: [www.cbmm.org](http://www.cbmm.org)