Education Intern

**Overview**
- **Department:** Education
- **Intern Supervisor:** Director of Education
- **Length of Internship:** 10 weeks beginning 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 off-set these hours.

**Stipend:** Internships at CBMM require a commitment of at least 40 hours per week and include an available stipend of $175.00 per week to offset travel and other expenses. Stipends are considered taxable income.

**Housing:** A limited quantity of free, co-ed, 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, as well as CBMM's current needs. The Education Intern will work with the Education Staff to plan, teach, and evaluate summer education programs, as well as expand future offerings. A summer capstone project will focus on conducting an accessibility assessment of CBMM’s campus and programs, with formalized recommendations of best practices for implementation. Other learning opportunities include working with staff to assist, instruct and evaluate 8-week summer camp program and the planning, programming and implementation of annual summer programs, workshops, on-the-water activities, trainings, and festivals. 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:
- Work with staff to assist, instruct and evaluate 8-week summer camp program
- Assist staff with planning, programming and implementation of annual summer programs, workshops, on-the-water activities, trainings, and festivals
- Conduct an accessibility assessment of CBMM’s campus and programs, with formalized recommendations of best practices for implementation
- Review, evaluate and manage the summer family activities, including the Thor interactive exhibit and Family Bag program
- Provide administrative support for Education Department communications, logistics, and budgetary duties
- Participate in intern seminar program to explore all aspects of museum management

Required Skills and Experience:
- Current enrollment in a graduate or undergraduate degree program in Education, Museum studies, or related field
- Experience working with children in a formal or informal educational setting
- 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, with optional additional skills in graphic design, social media, and Constant Contact
- Ability to work proactively 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