Operations Analyst Intern

**Overview**
Department: Operations
Intern Supervisor: VP of Operations
Length of Internship: 10 weeks beginning June 2020
Intern Schedule: Monday-Friday, 9 a.m.-5 p.m., however intern 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 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 Operations Analyst Intern will work with the team to collect data and perform analysis of information related to the museum guests, store, shipyard and boat donation programs. Examples include (but are not limited to): guest survey analysis, customer / population demographics, analysis of store sales and inventory, marina usage statistics and boat maintenance statistics.

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 VP of Operations to develop a list of targeted areas for analysis
- Work with internal departments to gather data to support the analysis
- Develop statistical analysis
- Work with the VP of Operations to develop presentations of the analysis, putting the statistical studies into usable formats for a variety of departments

Required Skills and Experience:

- Current enrollment in a graduate or undergraduate degree program in Math, Statistics or Economics
- Experience in querying data from multiple database types
- Experience in statistics including coursework and practical applications
- Strong communication skills
- Experience with Windows applications, with a focus on Excel and PowerPoint
- 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