Communications Intern

**Overview**

**Department:** Communications  
**Intern Supervisor:** Content Marketing Manager, Communications & Art Director  
**Length of Internship:** 10-13 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 offset 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, shared-housing is also available.

**Scope and Learning Opportunities:** The communications intern will assist with the communications and marketing of CBMM and its various special events and programming, with an emphasis on creative services including photography, writing, design, and social media.

The communications/special events intern will work closely with CBMM’s communications department to gain conceptual knowledge, along with the hands-on experience of completing specific tasks associated with communications/marketing. At the end of the internship, you will have working knowledge of public relations, general marketing, organizational communications, written and visual content creation, advertising, and brand management, which you will be able to translate into future career opportunities.

Opportunities will be made available for interns to view and explore all that CBMM has to offer, including but not limited to: guided campus tours, interpretative and educator training workshops, on-the-water programming, and complimentary attendance at CBMM events as space and time allow. In order to facilitate the professional development and educational nature of CBMM Internships, all interns participate in a summer-long seminar exploring various aspects of museum management from interpretation to the guest experience to revenue sources and administration.

**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 fulfills 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:
● Create original content for the purposes of promoting CBMM
● Assist with general graphic design needs
● Update, post to, and monitor all social media outlets and CBMM-owned websites
● Write press releases, compile and update Calendar of Events for press, and fulfill media requests, and put together press kits
● Assist with other administrative duties

Required Skills and Experience:
● Current enrollment in a graduate or undergraduate degree program in with an interest and aptitude to work in the communications, marketing, and/or graphic design field
● Ability to work with diverse audiences including families, volunteers, and older adults
● Work independently within guidelines and ask for direction when new situations arise
● Work under tight deadlines and on multiple projects simultaneously, with minimum supervision
● Interact professionally with varying groups of people including staff, volunteers, contributors, members, media, vendors and grounds rental clientele
● Accept supervision and mentoring while developing competencies to manage projects effectively, and monitor work within budgets
● Be detail-oriented, resourceful and creative
● Possess excellent oral communication skills
● Maintain a professional and amicable demeanor and appearance
● Have good writing and organizational skills
● Experience using a DSLR camera
● Experience with various current social media platforms and best practices
● Prior knowledge of WordPress and Squarespace preferred
● Microsoft Office and Adobe Suite proficiency is a must

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 close of business Friday, February 21, 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