Advancement Intern

Overview
Department: Advancement
Intern Supervisor: Advancement Manager
Length of Internship: 10-13 weeks beginning June 2020
Intern Schedule: Monday-Friday, 9 a.m.-5 p.m., however, the 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 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: Assist CBMM’s Advancement department with prospect research, direct mail, member & donor database, cultivation and assistance with event planning and execution.

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:
● Understand departmental and museum operations and policies
● Learn fundraising and membership functions, philosophies and tactics
● Learn to plan and execute a successful event
● Display working knowledge of donor management software
● Participate in the 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
● Candidates should be detail oriented and enjoy interacting with people
● Ability to work with diverse audiences including families, volunteers, and older adults
● Strong communication skills
● Experience with Windows applications, with optional additional skills in database management, social media, and Constant Contact
● 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 evenings and 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 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