

## 2021 Museum Digital Education Internship

The Penobscot Marine Museum in Searsport, Maine seeks a full-time digital education intern for summer 2021. This internship will provide hands-on work experience in the online education operations of a medium-sized museum. The intern will actively participate in the Museum's online initiatives, beginning with providing assistance, with responsibilities increasing over the course of the summer. This internship will include professional development field trips to four other Maine museums (in-person or online) and participation in an intern cohort. Ideally this internship will be located onsite, but can be conducted remotely if necessary.

### Internship Duties:

- Assist with weekly live digital programming
- Research, write, and lead live digital programming such as Jr. Adventurers or Peek into Paintings (see PMM Facebook page for examples)
- Contribute to planning for new education website
- Create opportunities to engage new audiences
- Submit articles for enews
- Conduct evaluations with visitors or participants
- Contribute posts and videos to social media
- Attend weekly intern meetings and intern field trips to other museums
- If the intern is able to be onsite:
  - Monitor visitors and welcome guests
  - Assist with and/or lead onsite programming

### Internship Length and Dates:

- 8 weeks
- June 16 - August 10, 2021 (some flexibility if needed)
- July 4<sup>th</sup> is a work day
- Work some nights and weekends
- Usually scheduled 35-40 hours/week

### Qualifications:

- Currently enrolled in or recently graduated from an undergraduate program or graduate program in museum studies, history, public history, education, material culture, or related field
- Coursework in history and/or education
- Interest in museums and/or maritime history
- Experience working with children
- Experience working with the public
- Excellent computer skills
- Familiarity with Microsoft Office, Gmail, Facebook, Zoom, YouTube, Instagram, and Photoshop elements
- Familiarity with PastPerfect a plus, training available

### Compensation

- \$4,100 stipend paid in biweekly installments

Review of applicants will begin February 15th, 2021 and will continue until the position is filled. Please submit cover letter, resume, writing sample, transcripts (official or unofficial) and one letter of recommendation as .pdfs to Jeana Ganskop, education director, at [jganskop@pmm-maine.org](mailto:jganskop@pmm-maine.org).

This internship description is based on the expectation that the 2021 season will be based on a hybrid model where PMM either offers guided walking tours of the campus or some of the exhibits are open for self-guided tours and programming is offered both online and in-person. All museum access and programming will be dynamic and will react to changes in the pandemic and the associated guidelines issued by the state and this internship will adapt accordingly. This is a guaranteed, grant-funded internship.