

# PENOBSCOT MARINE MUSEUM

**Job Title:** Museum Access & Engagement Internship  
**Reports to:** Education Director  
**Job Terms:** Non-Exempt, 35-40 hours per week, June-August  
**Updated:** December 2022

The Penobscot Marine Museum in Searsport Maine seeks a full-time access & engagement intern for summer 2023. This internship will focus on connecting the public with Penobscot Marine Museum collections and themes in relevant and interesting ways. The intern will improve and create accessible entry points for people of varying ages, backgrounds, and abilities. This internship will include professional development field trips to other museums (in-person or online) and participation in an intern cohort. Duties include but are not limited to the following:

- Participate in the intern cohort
  - Assist with and lead programming (in-person and/or online)
  - Submit articles for enews
  - Conduct evaluations with visitors
  - Coordinate and contribute posts and videos to social media
  - Attend weekly intern meetings and intern field trips to other museums
  - Choose an audience to focus on (families with young children, children with autism, etc.) and complete a project making PMM more accessible and interesting for that audience
- Engage with visitors
  - Welcome visitors and answer questions
  - Learn written guided tours and lead scheduled guided tours
  - Lead groups of children (scouts, field trips, etc.) through exhibits
  - Assist or lead children's crafts or programs
- Contribute to a positive, safe, and tidy work environment
  - Work as part of a team and staffing buildings/giving presentations solo.
  - Respond to security and/or safety concerns
  - Perform minor housekeeping in exhibit buildings, including sweeping, vacuuming, and monitoring pests, as needed
- Additional duties may include
  - Covering for interpreters during breaks and busy times
  - Covering the gift shop, including selling admissions, gift shop sales, and answering the phone
  - Conducting research
  - Developing talks or tours on specific exhibits or artifacts
  - Other duties as assigned

### Internship Length and Dates:

- 320 Hours, usually scheduled 35-40 hours/week
- Mid-June through Mid-August
  - Plus paid training hours in May that can be remote
- Work some evenings, most weekends, and July 4th
- Depending on other staffing and candidate qualifications, there may be an option to cross-train as an interpreter and extend the internship through mid-October.

### Qualifications:

- Currently enrolled in or recently graduated from an undergraduate program or graduate program in museum studies, history, public history, education, theater, material culture, or related field
- Coursework in history, education and/or performing arts preferred
- 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, and Instagram
- Familiarity with PastPerfect a plus, training available

### Compensation

- \$15.00/hour paid biweekly

On-site housing is not available for this internship and finding affordable temporary housing in the area is challenging. It is preferred that this is at least partly an in-person internship, but remote candidates may be considered and the internship could be adapted accordingly.

Review of applicants will begin February 15th, 2023 and will continue until the position is filled. Please submit cover letter, resume, writing sample, and transcripts (official or unofficial) as .pdfs to Penobscot Marine Museum education director Jeana Ganskop at [jganskop@pmm-maine.org](mailto:jganskop@pmm-maine.org). The hiring process will include one round of Zoom interviews. Candidates invited for an interview will be asked to provide one letter of recommendation.