

PENOBSCOT MARINE MUSEUM

Job Title: Museum Education/Interpretation 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 education/interpretation intern for summer 2023. This internship will provide hands-on work experience in the daily operations of a medium-sized museum, including activities in different departments and working as a member of the front line staff. 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
 - Contribute posts and videos to social media
 - Assist with projects in different museum departments
 - Attend weekly intern meetings and intern field trips to other museums
 - Complete an internship project related to the intern's skills and interests and adapted to their education level
- 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, they may be able 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
- PMM will provide private, on-site housing for a small fee

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. The hiring process will include one round of Zoom interviews. Candidates invited for an interview will be asked to provide one letter of recommendation.