

# PENOBSCOT MARINE MUSEUM

**Job Title:** Geiger Museum Exploration Intern  
**Reports to:** Education Director  
**Job Terms:** Non-Exempt, 8-24 hours per week, May-August  
**Updated:** December 2023

The Penobscot Marine Museum seeks a local high school or early college student interested in a part-time internship for summer 2024. This internship provides hands-on work experience in the daily operations of a medium-sized museum. The primary responsibilities of the Geiger Museum Exploration Intern will be to participate in the visitor experience and to create an exhibit in the Savage Education Center. As part of the visitor experience, the Geiger Intern will welcome and monitor visitors as well as provide information about the exhibits. The new exhibit in the Savage Education Center will showcase artifacts chosen by the Intern. The Intern will research, choose artifacts, write labels and install the exhibit with support from the education director and curator.

#### Additional Internship Duties:

- Inventorying, updating, and adding to existing exhibits in the Savage Education Center
- Submitting an article for the enews
- Conducting evaluations with visitors
- Attending weekly intern meetings and intern field trips to other museums
- Assisting with programming
- Assisting college interns with their projects
- And completing small projects in other departments

#### Internship Length and Dates:

- 196 hours
- Up to 24 hours a week
- Flexible start and end date, completed between May and September, 2024
- July 4th is a work day
- Work some evenings and Saturdays
- Depending on other staffing and applicant qualifications, they may be able to cross-train as a museum interpreter to increase their hours at the museum

#### Qualifications:

- Desire to learn & good sense of humor
- Currently enrolled in or recently graduated from high school
- Interest in museums and/or maritime history
- Experience or interest in working with children
- Experience or interest in working with the public
- Familiarity with Microsoft Office and social media a plus

#### Compensation

- \$15.25/hour

Application deadline is March 3<sup>rd</sup>, 2024. Please submit a paragraph expressing your interest in the position, resume, writing sample (1-2 page), transcripts (official or unofficial), and list of three references, saved as .pdfs, to education director Jeana Ganskop at [jganskop@pmm-maine.org](mailto:jganskop@pmm-maine.org).