

PENOBSCOT MARINE MUSEUM

Job Title: Museum Education/Interpretation Internship
Reports to: Education Director
Job Terms: Non-Exempt, 35 hours per week, May-August
Updated: December 2023

The Penobscot Marine Museum in Searsport Maine seeks a full-time education/interpretation intern for summer 2024. 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
 - 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 and programs
 - Lead two week-long children's day camps
- Contribute to a positive, safe, and tidy work environment
 - Work as part of a team and staff buildings/give 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 the gift shop, including selling admissions, gift shop sales, and answering the phone
 - Conducting research
 - Other duties as assigned

Internship Length and Dates:

- 35 hours per week May 11th (negotiable) through August 10th
 - Plus paid training hours in May that can be remote
- Work some evenings, most Saturdays, and July 4th

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

Compensation

- \$15.25/hour paid biweekly
- PMM will provide private, on-site housing for a small fee

Penobscot Marine Museum includes 12 buildings on a 3 ½ acre campus and it is open seasonally. In 2024, the Museum will welcome school field trips starting May 13th and will be open to the public three days a week starting Memorial Day weekend and 5 days a week in July and August. July will include 4 weeks of children's day camps plus weekly drop-in children's activities. Other summer events will include two evening programs, monthly participation in Searsport Art Walks, visits to the local library, plus tabling at area festivals. The education/interpretation intern will be heavily involved in planning and running all of these activities as well as regularly staffing buildings and leading tours and demonstrations.

Review of applicants will begin February 15th, 2024 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 a list of references.

Have a question about the experience? Not sure how to apply? Want to find out more? Join Jeana and previous interns in a Zoom info session at 7pm on Tuesday, January 23rd. [Click here to register](#).