



## 2024 INTERNSHIP OPPORTUNITIES

*Timeframe/Schedule:*

3-4 days per week, 12-14 weeks, May-August 2024

*Location:*

Michigan Maritime Museum  
260 Dyckman Avenue  
South Haven, MI 49090

*Compensation:*

While our internship opportunities are unpaid, a \$1000 scholarship will be awarded upon the successful completion of a 3+ month internship. College credit may be available through your academic institution.

*Application:*

For application submissions or for information/questions, email your cover letter and resume to [ashley@mimaritime.org](mailto:ashley@mimaritime.org).

### **Public Programming Internship**

*Overview:*

The Michigan Maritime Museum is seeking an intern interested in museum public programming initiatives at the museum campus in South Haven, Michigan. This is a unique opportunity to work with a non-profit museum with a focus in public outreach for all age group. Candidates should have an interest in program development, have strong organizational skills, and be comfortable working with the public in both organized and informal situations. This internship position interacts with the public on a daily basis and are expected to be able to inspire excitement and interest in Michigan maritime history, Museum facilities and exhibits, and programming. The intern must be able to perform the below responsibilities alongside museum staff, volunteers, and other interns and reports directly to the Director of Education and Administration. The internship will provide an introduction to standard museum practices and provide a hands-on experience in museum public programming.

*Responsibilities:*

- Assist/facilitate Museum with the public programs at the Museum
- Design and create educational public programs, lessons, activities for a variety of age ranges
- Assist with special events (promotion, facilitation, volunteer organization, etc.)
- Conduct group tours of the Museum exhibits
- Conduct public presentations
- Assist with marketing for events and programs
- General duties assigned by Museum staff

*Qualifications:*

Must have at least a 3.0GPA to be considered

Strong writing and verbal communication skills  
Public speaking skills

## **Collections & Curation Internship**

### *Overview:*

The Michigan Maritime Museum is seeking an intern interested in assisting Museum staff with ongoing collections and curatorial projects. Much of this internship will focus on processing a large special collection that was recently donated to the Museum. This will include accessioning, cataloging, and properly labeling and storing historical materials in accordance with museum standards and entering information into the Museum's collections management database. This intern will also help with responding to research requests and assisting public researchers at the Museum's research library. Duties will also include working with staff to develop and facilitate programs that correspond with Museum collections and exhibits including docent guides and activities. Interns will work alongside Museum staff and volunteers and interact with the public on a regular basis. Therefore, candidates must have solid communication skills and be able to instill interest and excitement for the topics they will be discussing.

This internship will provide an excellent hands-on learning opportunity for students interested in going into the museum field. While working on internship projects this position will also gain valuable and useful experience in various aspects of museum work, including helping with public programing, special events, and day to day museum functions.

### *Responsibilities:*

Working with Museum collections  
Assisting staff with exhibit interpretation and information guides  
Basic exhibit and collections maintenance  
Interacting with Museum visitors including participation in tours, programs, and events  
Cataloging new additions to the Museum's collection and reconciling with the digital databases (Past Perfect and library collections software)  
Respond to general research requests and assist public researchers  
General duties assigned by Museum staff

### *Qualifications:*

Must have at least a 3.0 GPA to be considered  
Educational background in public history, museum studies, or related field  
Some familiarity with Museum collection policies  
Strong writing and verbal communication skills