



# 2017 INTERNSHIP OPPORTUNITIES

## **Education and Outreach Intern**

### *Overview:*

The Michigan Maritime Museum is seeking an intern interested in education and outreach initiatives at the museum campus in South Haven Michigan. This is a unique opportunity to work with a small non-profit museum with a focus in education. Candidates should have an interest in event development, have strong organizational skills, and be comfortable working with the public in both organized and informal situations. Education interns will interact with the public on a daily basis and should be able to inspire excitement and interest in Michigan maritime history and the facilities and exhibits on the Museum campus. Education interns must be able to perform the below responsibilities alongside museum staff and will report directly to the Director of Education and Administration. The internship will provide an introduction to standard museum practice and provide a hands-on experience in museum work.

### *Responsibilities:*

- Assist/facilitate Museum with the education programs at the Museum
- Assist with special events (promotion, facilitation, volunteer organization, etc.)
- Conduct group tours of the Museum campus
- Conduct public presentations to community organizations
- Assist with volunteer coordination and scheduling
- Design media for events and programs
- Work with the Museum's social media
- 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
- Familiarity with social media (i.e. Facebook, Twitter, Pinterest, blogs)
- Familiarity with Microsoft Office Suite, Adobe Creative Suite (preferred)

### *Timeframe/Schedule:*

Spring, Summer and Fall 2017, flexible hours

### *Location:*

Michigan Maritime Museum  
260 Dyckman Avenue  
South Haven, MI 49090

*Compensation:*

This is an unpaid 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).

## **Marketing/Design**

*Overview:*

The Michigan Maritime Museum is seeking an intern interested in marketing and design. Interns will have the opportunity to be exposed to a variety of museum marketing efforts including visitor profile research, media campaigns, print media, media relations, and the creative process. Marketing/Design interns must be able to perform the below responsibilities alongside museum staff and will report directly to the Director of Education and Administration. Marketing/Design interns will be given several short-term projects that will enhance their understanding and development in the field of marketing, public relations, and non-profit museum management.

*Responsibilities:*

- Develop a visitor profile study including online and social media
- Development of a promotion plan for the Museum
- Assist with media relations
- Assist in existing marketing efforts for events/programming
- Design graphics for use in marketing museum and events
- Work with the Museum's social media
- General duties assigned by Museum staff

*Qualifications:*

- Must have at least a 3.0GPA to be considered
- Marketing/Design education background
- Strong social media skills
- Some training in graphic design
- Familiarity with Adobe Creative Suite
- Strong writing and verbal communication skills
- Public speaking skills

*Timeframe/Schedule:*

Spring, Summer and Fall 2017, flexible hours

*Location:*

Michigan Maritime Museum  
260 Dyckman Avenue  
South Haven, MI 49090

*Compensation:*

This is an unpaid 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).

## **Archives and Collections Intern**

*Overview:*

The Michigan Maritime Museum is seeking an intern interested in archives and collections at the Marialyce Canonic Great Lakes Research Library in South Haven Michigan. This is an exceptional opportunity to work in the only library and archive in the state that is dedicated to the entire scope of Michigan maritime history. Archive interns will interact with researchers and the public and should assist in maintaining the library and collections' reputation for research. Candidates should be interested in the long-term preservation of collections, able to work independently, and have strong organizational skills. Archive Interns must be able to perform the responsibilities listed below alongside museum staff/volunteers and will report directly to the Director of Education and Administration. This internship will provide an introduction to museum and archival practice and will provide hands-on experience in collections.

*Responsibilities:*

- Assist with and encourage research requests
- Create/improve finding aids for collections
- Catalogue new additions to the Library and reconcile with digital databases (Past Perfect Program/Library World)
- Assist with volunteer schedule and training
- Organizing/cleaning collections to a useable state and daily maintenance
- Digitize parts of collection
- General duties assigned by Museum staff

*Qualifications:*

- Must have at least a 3.0 GPA to be considered
- Archival/ Museum Studies or related educational background
- Some knowledge of standard museum archival policies
- Research abilities
- Familiarity with photocopying and scanning
- Familiarity with Library of Congress cataloging system
- Strong writing and verbal communication skills

*Timeframe/Schedule:*

Spring, Summer and Fall 2017, flexible hours

*Location:*

Marialyce Canonic Great Lakes Research Library  
91 Michigan Avenue  
South Haven, MI 49090

*Compensation:*

This is an unpaid 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).

**Padnos Boatshed Intern**

*Overview:*

The Michigan Maritime Museum is seeking an intern interested in working in our Padnos boatshed located on the scenic Black River in South Haven. This is an exciting opportunity to work with the repair and maintenance of historic and classic wooden vessels as well as interact with the public to promote and convey traditional boatbuilding practices. Candidates should have a strong interest in woodworking and vessel design/repair. Boatshed Interns will work alongside museum staff and volunteers and interact with the public on a daily basis. Therefore, candidates must have solid communication skills and be able to instill interest and excitement for the topics they will be discussing. Boatshed interns will also be responsible for various projects in and around the Museum that will include exhibit maintenance/construction, providing dockhand support when needed, and a variety of daily tasks laid forth by Museum staff. The Boatshed intern will report directly to the Director of Education and Administration and will be overseen by the Padnos Boatshed Director. This internship will provide an introduction into traditional watercraft building and management at a small non-profit located at a picturesque shop on the water's edge.

*Responsibilities:*

- Painting and Varnishing
- Exhibit Maintenance and Repair
- Small Boat Repairs and Maintenance
- Hand and Power Sanding
- Assisting In Boat Building Classes
- Handling Dock Lines
- Interacting With Museum Customers
- Assisting With Boat Shed Projects
- General duties assigned by Museum staff

*Qualifications:*

- Must have at least a 3.0GPA to be considered
- Must have some experience with woodworking

- Introductory experience with shop tools
- Strong verbal communication skills

*Timeframe/Schedule:*

Spring, Summer and Fall 2017, flexible hours

*Location:*

Michigan Maritime Museum  
260 Dyckman Avenue  
South Haven, MI 49090

*Compensation:*

This is an unpaid 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).