2020 Internship Opportunities

Timeframe/Schedule:
Spring, Summer and Fall 2020, flexible hours

Location:
Michigan Maritime Museum
260 Dyckman Avenue
South Haven, MI 49090

Compensation:
While our internship opportunities are unpaid, there is the possibility for a small scholarship upon the successful completion of a 3+ month internship. College credit may be available through your academic institution. Possible summer employment options are available in our Ship’s Store outside of the internship.

Application:
For application submissions or for information/questions, email your cover letter and resume to ashley@mimaritime.org.

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
Design and create educational programs, lessons, activities
Assist with special events (promotion, facilitation, volunteer organization, etc.)
Conduct group tours of the Museum campus
Conduct public presentations to community organizations
Design media 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
Familiarity with Microsoft Office Suite, Adobe Creative Suite (preferred)
Marketing & Communications

Overview:
The Michigan Maritime Museum is seeking an intern interested in marketing and communications. Interns will have the opportunity to be exposed to a variety of museum marketing efforts those surrounding the ongoing Launching a Legacy Capital Campaign project. This may include visitor profile research, media campaigns, print media, media relations, and the creative process. Marketing interns must be able to perform the below responsibilities alongside museum staff and will report directly to the Capital Campaign Administrative staff. Marketing 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 and implementation of a promotion plan for the Museum’s capital campaign
Assist with media relations
Assist in existing marketing efforts for events/programming
Draft press releases and media packets
Work with the Museum’s social media
General duties assigned by Museum staff

Qualifications:
Must have at least a 3.0 GPA to be considered
Marketing and communications education background
Strong social media skills
Strong writing and verbal communication skills
Public speaking skills

Exhibit Design & Maintenance

Overview:
The Michigan Maritime Museum is seeking an intern interested in working alongside Museum staff and exhibit designers for the new Maritime Heritage Center building and other exhibits that will follow the Museum’s expansion project. Exhibit interns will also work with the existing Museum exhibits both on-water and off for basic repair, maintenance, and interpretive material needs. 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. Exhibit interns will report directly the Director of Education and Administration. This internship will provide an introduction into working with Museum collections and exhibits during the creative process.

Responsibilities:
Assisting staff with future exhibit design
Working with Museum collections and existing exhibits
Exhibit interpretation
Basic exhibit maintenance and repair
Interacting with Museum visitors
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 verbal communication skills