



Casemate Museum at Fort Monroe Intern Position Description

Position Title: Museum Studies Intern

Company/Organization: Fort Monroe Authority (FMA) & FMA's Casemate Museum

Anticipated Start Date: Spring/Summer/Fall (12 week cycles)

Application Deadlines: Spring: Jan 15th, Summer: May 1st, Fall: Sept 1st

Hours per week: 10-20

Supervisor: Education and Volunteer Coordinator

Wage: Unpaid Internship

Benefit to Intern: The Museum Studies Intern will gain practical experience with measurable, hands-on projects in many facets of museum operations which may include, education, volunteers, operations, exhibits, and collections. The candidate will assist in research, evaluation, assimilation, maintenance, and implementation of projects and programs to increase accessibility and impact of Fort Monroe's resources to diverse audiences.

Work Conditions: Office environment in historic building, not ADA accessible. Outdoor exposure in a variety of weather conditions. Ability to walk for periods of time; lifting, less than 30 lbs. Required to work evenings, weekends, and holidays as needed.

Position Description

The Museum Studies Intern will

- Learn the content of the museum's permanent and temporary exhibits (training provided).
- Work with museum staff to research, develop, implement, and evaluate new and ongoing projects related to education, volunteers, operations, exhibits, and/or collections.
- Work with museum staff to review past and current programs, policies, and procedures and identify areas for improvement and increased efficiency.
- Work with museum staff to identify new methods and technologies for engaging new and diverse audiences.
- Work with museum staff to maintain and conserve museum collections, archives, and digital assets.
- Maintain a log of activities and accomplishments and submit weekly updates to the Education Coordinator.
- Abide by all museum policies and procedures.
- Record hours of duty after each work period.

Qualifications:

Academic Major: History, Education, Social Science, Museum Studies, or related.

GPA: 3.0+

Level: Junior/Senior/Graduate

The ideal candidate will possess:

- A passion for history, education, and public relations as demonstrated by coursework and experience in these areas.
- Experience in traditional and digital research methods and historiography.
- Excellent oral and written communication skills as evidenced through a writing sample (cover letter) and personal interview.

Application Procedure:

Email or post cover letter, resume, transcripts (unofficial), 2 academic/professional references, and availability to Ms. Chelsea Morris, Museum Registrar, Casemate Museum. Direct application inquiries to the same: 757-690-8065, email: cmorris@fortmonroe.org

Fort Monroe is in compliance with EEOC.