

Position Title: Museum Studies Intern

Company/Organization: Hampton Roads Naval Museum (HRNM)

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

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

Hours per week: 10

Supervisor: Volunteer Coordinator

Level: Junior/Senior/Graduate

Wage: Unpaid Internship

Benefit to Intern: The Museum Studies Intern, under the direction of professional staff, will complete a measurable, hands-on project focused on a specific area of museum studies that aligns with their academic and career goals. The intern will also gain exposure to many facets of museum work including education, volunteers, events, operations, exhibits, artifact collections, and/or strategic communications. Students may earn academic credit if the option is supported by their institution.

Work Conditions: Office/museum environment. Some projects may be conducted remotely/electronically. Evenings, weekend, and holiday work may be required.

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.
- Work with museum staff to review past and current programs and identify areas for improvement and increased efficiency.
- Work with museum staff to identify new methods and technologies to enhance mission success.
- Maintain a log of activities and accomplishments and submit weekly updates to the volunteer coordinator and/or supervisor.
- Abide by all museum policies and procedures.
- Record hours of duty after each work period.

Qualifications:

Major: Museum Studies or related (History, Social Science, Education, Art, Design, Communications, etc.)

GPA: 3.0+

Level: Junior/Senior/Graduate

The ideal candidate will possess:

- A passion for museum work and desire to pursue a museum-related career as demonstrated by relevant coursework.
- Experience in traditional and digital research methods.
- Excellent oral and written communication skills as evidenced through a writing sample (cover letter) and personal interview.

Application Procedure:

Complete online application (application requires upload of resume and unofficial transcripts) at <http://btr.im/0k234>. Submit a cover letter detailing your interest in the role to Ms. Darcy Sink, volunteer coordinator, Hampton Roads Naval Museum. Direct application inquiries to the same: 757-322-2992, darcy.sink@navy.mil.