



# 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 15<sup>th</sup>, Summer: May 1<sup>st</sup>, Fall: Sept 1<sup>st</sup>

**Hours per week:** 8-10

**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 specific project(s) will be selected to match museum needs with the intern's interests and goals. This internship may be used to fulfill academic major requirements or earn course credits pending approval by the crediting institution.

**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. Hours are primarily weekdays between 9a-5p, some weekend and evening work may be required.

## Position Description

With staff supervision, the Museum Studies Intern will:

- Learn the content of the museum's permanent and temporary exhibits.
- Research, develop, implement, and evaluate new and ongoing projects related to education, volunteers, operations, exhibits, and/or collections as projects require.
- Work with staff to review past and current programs, policies, and procedures and identify areas for improvement and increased efficiency as projects require.
- Identify new methods and technologies for engaging new & diverse audiences as projects require.
- Maintain and conserve museum collections, archives, and digital assets as projects require.
- Maintain a log of activities and accomplishments and submit weekly updates to the Education Coordinator.
- Abide by all FMA and Casemate 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 application to Ms. Darcy Sink, Education and Volunteer Coordinator, Casemate Museum. Direct application inquiries to the same: 757-690-8073, email: [dsink@fmauthority.com](mailto:dsink@fmauthority.com)

*Fort Monroe is in compliance with EEOC and does not discriminate against any personal status protected under applicable law.*