Museum Education Internship
12 hours a week • $17 per hour

DESCRIPTION:
The Education Department at the Reginald F. Lewis Museum in Baltimore, MD is seeking a paid, part-time Museum Education intern.

The intern works closely with the education staff to develop educator toolkits and assist with virtual programs related to the upcoming exhibition Freedom Bound: Runaways of the Chesapeake. The intern will gain insight and have the opportunity to develop skills related to the work performed by museum educators such as writing, researching, developing program activities, and constructing evaluations along with typical administrative tasks.

This is a part-time internship. The internship entails a commitment of no more than 12 consecutive weeks, 12 hours a week, with the ability to work from home for the majority of the project. This is a paid internship at $17 per hour.

RESPONSIBILITIES:
• Researching exhibition-related topics
• Support and assist with virtual programs, including but not limited to preparing materials, supplies and providing technical support
• Draft copy for promotional purposes and email blasts
• Assist with the research and development of educator toolkits
• General administrative support

REQUIREMENTS:
• Interest in and curiosity about museum education
• Pursuing a degree in History, Museum Studies, Education, Public History, or Cultural Studies
• Excellent organizational skills with an ability to adapt and/or problem-solve
• Ability to work independently and as part of a team
• Excellent written and verbal communication skills
• Interest in African American History
• A basic proficiency level in the use of Microsoft Office including Word, PowerPoint, and Excel. Publisher and Office 365 experience a plus.
• Familiarity with conferencing software, GoToMeeting and GoToWebinar is preferred

APPLICATION INSTRUCTIONS:
To be considered for an internship, please submit a resume and cover letter. The cover letter should include dates the applicant is available for the internship; what skills, abilities, and experience the candidate brings to the position; and how the internship relates to the candidate’s long-term goals. The application deadline is July 30, 2020.

To apply, please send your resume and cover letter to info.services@lewismuseum.org with subject line “Attn: Museum Education Intern.”

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, or any other category protected by applicable federal, state, or local laws.