

Governor's Office of Community Initiatives (GOCI)  
Maryland Commission on African American History and Culture (MCAAHC)  
Banneker-Douglass Museum (BDM)

## **Curatorial Technician Internship**

Approximately 240 hours to be completed between May and August 2015

Hours/Times: Tuesday - Thursday, 10:00am - 4:30pm including ½ hour of unpaid lunch (days and hours negotiable)

\$ 2,000.00 stipend in three disbursements (approximately every 80 hours)

As the State of Maryland's official museum of African American heritage, the Banneker-Douglass Museum serves to document, interpret, and promote the history and culture of African American Marylanders through exhibitions, programs and projects in order to improve the understanding and appreciating of American's rich cultural diversity for all. The Banneker-Douglass Museum is a component of the Maryland Commission on African American History and Culture, which is a unit of the Governor's Office of Community Initiatives.

The BDM seeks a highly motivated individual for the part-time position of Curatorial Technician. The Curatorial Technician will report to the Curator of Collections on collections care and management of the permanent collection, policy development, accessioning, and exhibition preparation. Within the Collections Department, the Curatorial Technician will focus on the artifact and photograph collections. This position requires organization, strong communication, and physical agility, and a can-do attitude.

Potentially may be used for course credit.

### **Primary Duties & Responsibilities**

- Assist with the day to day collections tasks which may include: housing and preparation of documents and artifacts, object preparations for exhibit installation, and research assignments
- Cataloging of incoming object acquisitions and objects currently in the collection
- Participate in the photographing, scanning, and digitization of artifacts and photographs
- Enter detailed, appropriate, and accurate data into the Museum's database, PastPerfect
- Aid in the research and development of collections policies
- Perform other duties as required by management
- Candidate will have the opportunity to review potential projects in the collections department and will give a presentation to BDM staff at the end of the internship

### **Required**

- Demonstrate knowledge and/or interest in African American History, Art History, U.S. History, and/or Historic Preservation
- Excellent research, writing, and verbal skills
- Ability to work independently, set priorities, meet deadlines, and manage a number of concurrent projects in a timely and efficient manner
- Excellent computer skills, including thorough knowledge of Word, Excel, and Power Point

- Ability to work some evenings and weekends; passion for working in a team-based environment; commitment to diversity and to serving the needs of a multiple communities; ability to contribute to a positive museum experience for every visitor, volunteer, and staff person
- Willingness to work to as a team to assist GOCI, MCAAHC, and BDM in achieving its mission of collaborative community engagement

### **Preferred**

- Enrolled in BA or MA program for African American Studies, Public History, and/or Museum Studies
- Museum registration and/or collections experience with object handling and preventative conservation; knowledge of accepted museum registration and collections management procedures and practices
- Experience with collections management databases, cataloging standards, and controlled vocabularies
- Skill in museum-based research and visual analysis, and knowledge of museum ethics and principles
- Experience with digital photography and the processing and management of digital media

**To Apply** - Interested applicants should send (by regular mail or email) a resume/CV, letter of interest, a brief writing sample (five pages or fewer), and the contact information for three professional references by close of business on **April 14, 2015** to:

Tabitha Pryor Corradi  
Curator of Collections  
Banneker-Douglass Museum  
84 Franklin Street, Annapolis, MD 21401  
tabitha.pryor@maryland.gov

**PLEASE NOTE: Only candidates selected for an interview will be contacted.**

*The BDM is administered by the Maryland Commission on African American History and Culture. The MCAAHC is a unit of the Governor's Office of Community Initiatives, an executive-department agency, whose mandate to coordinate outreach efforts to communities, organizations, and local governments across Maryland serves as a unifying principle for all its departments.*