



Banneker-Douglass Museum Summer 2022 Museum Internship

The Banneker-Douglass Museum is seeking an intern who wants to gain experience at the state of Maryland's museum for African American history and culture located in historic Annapolis, MD. We carry out the mission of preserving Maryland's African American heritage through educational programs, historical and fine art exhibitions, and collections and archives. So we are looking for talented and enthusiastic students to support and assist our museum team in our initiatives. This is an opportunity to experience an internship in a varied general museum environment. This internship reports directly to the Executive Director.

Description

The Summer 2022 internship would run approximately from June through August, requiring approximately 10-15 hours per week. Schedule would be created within the hours of Monday-Friday, 10:00am-4:00pm. Occasional Saturdays and evenings may be required. Internship will be a hybrid of remote and on-site work as needed (i.e. events, meetings, etc.).

Some duties and responsibilities will include:

- **Museum Operations**
 - Perform a variety of projects and assignments in supporting museum initiatives, including exhibitions, programs, collections care, research, and special events
 - Learn and assist with process for guided museum tours, as well as maintaining volunteer & docent programs
 - Organize and maintain visitor materials area and storage areas
- **Community Outreach**
 - Assist in the creation, implementation, and coordination of community special events and programs
 - Assist in maintaining responsive community relations, primarily via email
 - Site visits to other museums, libraries, or archives in the area
- **Administrative**
 - Perform research as directed, such as discovering new technology, tools, market research, programs, etc.
 - Participate in required staff training and meetings



- Assist with data entry for development and fundraising activities, as well as other general museum data entry

Qualifications

- Be currently enrolled at an accredited college or university
- Be seeking a degree in museum studies, historic preservation, African American studies/history, American studies/history, art, art history, or other similar field of study
- Strong written and verbal communication skills
- Be detail-oriented
- Be able to work efficiently and productively while remote, as well as in partnership with a team
- Have an enthusiasm for African American history and culture

Compensation

While internship positions are unpaid, the museum welcomes the opportunity to work with schools seeking to grant academic credit or service learning hours for internships. Applicants will need to initiate arrangements for credit with their college or university.

How to Apply

Send the following items to the Executive Director, Chanel Compton at chanel.compton@maryland.gov:

- Résumé
- Cover letter describing how this internship could advance your academic and/or career goals
- Academic transcript (official transcript sent electronically if available)

Summer applications will be accepted through June 6, 2022.

If you have any questions, please email chanel.compton@maryland.gov. For more information on the organization, visit <https://bdmuseum.maryland.gov>.

The Banneker-Douglass Museum is an equal opportunity employer. In compliance with the Maryland Fair Employment Practices Act ("FEPA"), the Banneker-Douglass Museum does not discriminate on the basis of race, color, national origin, sex, religion, disability, marital status, pregnancy, sexual orientation, and/or genetic information.