**Job Description -- Museum Education Interns**

Part-time, 8-20 hours per week or full time, 30-40 hours per week

Interns are encouraged to seek college credit for this real-world experience. Internship is unpaid.

Reports to: Director of Education, Education Coordinator

Works closely with: Curator, Volunteers

The Hudson River Maritime Museum in Kingston, NY is seeking up to six interns in the museum education department for both part-time spring and full-time summer internships.

**All Interns Will:**

1. Assist with school tours and group tours of the museum, including leading tours and/or hands-on activities for school field trips
2. Work as part of a team including museum staff, other interns, and volunteers.
3. Assist with public programs and events, including staffing information booth(s), set-up and tear-down, and leading children’s activities
4. Help develop and lead family programs, including Museum Mates children’s activity club, family concert series, library activities, etc.
5. Help develop and promote adult and public programs including walking, car, and bike tours, lectures, and bus tours, as well as act as an assistant program leader.
6. Conduct an interest-based research project that will result in a written report and one or more blog posts for the museum’s history blog.

**Part-Time Spring Interns Will Also:**

* Assist with the Hudson River Stewards program for fourth graders in entire school districts, including traveling to schools to do document analysis programs, leading individual activities during the field trip portion, and analyzing survey results (April-May).
* Assist with regular field trips, including PR, paperwork, and leading tours and hands-on activities
* This internship requires weekday daytime hours, with some weekend or evening hours optional

**Full-Time Summer Interns Will Also:**

* Help develop and promote history-based summer programs, including activities and crafts, as well as lead programs including walking tours and family museum tours
* This internship requires weekday and weekend daytime hours, with some optional evening hours

**Opportunities:**

1. Work closely with professional museum staff
2. Work directly with the general public, including elementary-aged students and adults
3. Help develop innovative education programs tailored to audience needs
4. Develop pre- and post-visit materials and lesson plans
5. Develop online resources for teachers, students, and the general public
6. Coordinate program promotion and outreach

**Leave With:**

1. Experience teaching children and adults of all ages
2. Experience developing public programs
3. Experience with historical research and interpretation
4. New contacts in the education and museum fields
5. A portfolio of completed projects

**Requirements:**

Ideal candidates will have an interest in museums and/or education as a career. Candidates proficient in research, writing, and public speaking preferred. Prior experience with elementary aged students a plus, but not required. Internships are supervised but ideal candidates will be independent and self-starting.

Internships must last at least one academic semester, working at least one day per week. Extending internships beyond one semester and working on multiple projects is encouraged. Hours are flexible. Interns available weekday daytime hours will receive priority.

The position is unpaid. All interns receive free membership to the museum.

**To Apply:**

Send your cover letter and resume to education@hrmm.org or mail to:

Sarah Wassberg Johnson  
Hudson River Maritime Museum  
50 Rondout Landing  
Kingston, NY 12401

**About Us**: The Hudson River Maritime Museum is dedicated to interpreting and preserving the maritime history of the Hudson River, its tributaries, and related industries.  The museum was founded in 1980 and is located in the Historic Rondout Waterfront District in Kingston, NY. Visit www.hrmm.org for more information.