

Teaching Collection Intern (Unpaid)

The USS Constitution Museum seeks a Teaching Collection Intern (unpaid) to assist in the management and care of roughly 300 period objects, props, images, and reproduction uniforms actively used to provide up-close, hands-on opportunities during interpretive and educational programs. By managing the digital inventory of collection pieces and organizing the physical storage and care for pieces, the Teaching Collection Intern ensures the pieces can be integrated into current and future programs. Responsibilities: Convert inventory reports from Microsoft Word documents to searchable database. Update records to include descriptions, themes, photographs and condition. Research, write and/or edit descriptions on individual pieces in consultation with Curatorial Department. Photograph collection, as needed. Organize physical collection storage areas. Conduct informative sessions on the collection and using the catalog system. Suggest ways to incorporate collection into new and existing programs. Please note: This is an unpaid position. Academic Credit may be available. Required Qualifications: Knowledge of Microsoft Office 2007 and 2003 for Windows, specifically Access, Excel, Outlook and Word. Proven ability to follow written and verbal instructions and work independently on assignments. Strong writing, editing and researching skills. Strong verbal communication skills. Proven ability to collaborate with co-workers and actively participate in team projects. Interest in naval history, especially the War of 1812. Preferred: Knowledge of Filemaker Pro 8. Prior experience cataloging collections and/or developing interpretive programs in a museum setting. Submit a letter of interest, resume and references to Adriana Maksy, Museum Learning Coordinator at amaksy@ussconstitutionmuseum.org, 617-242-0496 (fax) or PO Box 291812, Boston, MA 02129.

Educational Programming Intern (Unpaid)

The USS Constitution Museum is seeking an Educational Programming Intern (unpaid) to assist in the development, prototyping, and delivery of educational programming. The Museum serves as the memory and educational voice of USS CONSTITUTION, by collecting, preserving, and interpreting the stories of "Old Ironsides" and the people associated with her. Interns work under the supervision of the Outreach Learning Coordinator. Training will be provided. Intern Duties are researching school program offerings at other museums; assisting in the revamping of existing educational programming and developing new programming that aligns with the goals and objectives of the Museum as well as those of the Massachusetts State Curriculum standards and National Core Curriculum standards; participating in teacher focus group meetings intended to provide the Museum with feedback on new programming; delivering

educational programming in the galleries to museum visitors and school children; prototyping new programming ideas with school children in the galleries; assisting with and understanding school program scheduling procedures; and other duties as assigned. Qualifications: Enthusiastic and friendly; Interested in history and learning more about USS CONSTITUTION; Dependable and trustworthy; Excellent spoken and written communication skills; Current enrollment in museum studies, education, and history programs preferred; Experience teaching in a variety of settings; 18 + years of age. Interested individuals should send letter of interest, resume, and references to Rebecca Crawford, Outreach Learning Coordinator at rcrawford@ussconstitutionmuseum.org or PO Box 291812, Boston, MA 02129. This is an unpaid internship opportunity. Academic credit may be available. For more information, please call 617-426-1812 x131.