



VISITOR ENGAGEMENT & EDUCATION INTERN

Classification: Full-time, some weekends required, 40 hours per week/10 weeks

Compensation: \$12.50/hour

Reports to: Visitor Engagement Coordinator & Education Coordinator

Applications Due: March 15, 2025

Estimated Start Date: Late May/Early June of 2025

Location: 75 Maritime Drive, Manitowoc, WI 54220

POSITION SUMMARY

This internship will provide the intern with a beneficial learning experience while they gain practical experience in the daily operations of a nonprofit museum. In this position, the intern will be regularly interacting with members of the public including: museum visitors, tourist groups, field trip groups, volunteers, and educators. By working at the Museum's front desk/gift shop, in the Museum's collection, and out in the community, the intern will participate in a variety of museum activities.

In addition to assisting with the Museum's daily visitor engagement activities, an important aspect of the internship experience includes the development and completion of a project that is selected by the intern in consultation with the Education Coordinator & Visitor Engagement Coordinator. This project may interact with any aspect of the Museum's activities. Some past examples of intern projects include the development of a "Sensory Friendly Morning" program, the creation of a "Submarine Bingo" activity to enhance the Museum's submarine tours, a photo guide of the Submarine to assist tour guides, and the development of a social media strategy for the Museum. From this project, the intern will gain real work experience to include in future resumes or portfolios while making an important contribution to a Museum.

This is a full-time internship requiring 40 hours per week with some weekends. The overall length of the internship is open to discussion, but typically lasts between 7-12 weeks, 10 weeks on average.

POSITION DUTIES AND RESPONSIBILITIES

- Provide positive experiences to Museum guests at the front desk, gift shop, galleries, and public events.
- Study and learn provided materials about the museum and submarine, USS Cobia, in order to provide tours and answer questions for visitors.

- Give engaging and informative tours of the submarine, USS Cobia, and the galleries for field trip and bus tour groups.
- Open and close the museum, including the submarine, handle money, and provide assistance in the preparation and set up for Museum programs.
- Work with the Engagement team to come up with and support summer program scheduling such as Hands on Harbor, SubFest and other public programming.

POSITION REQUIREMENTS

- Current student of an undergraduate or graduate program in history, museum studies, maritime archeology, anthropology, or a related field.
- Experience with or willingness to learn Google G-suite and the Square point-of-sale system.
- Excellent problem-solving skills and ability to work in a team environment.
- Ability to work in a dynamic work environment including professionalism and customer service skills.

ABOUT THE MUSEUM

The Wisconsin Maritime Museum was founded more than 50 years ago as a small submariners' memorial that would recognize Wisconsin's contributions to World War II efforts. Since then, we have grown to be the state's maritime museum with exhibits on shipwrecks, maritime industry, ship models, art, and more. The institution is accredited by the American Alliance of Museums. Our mission is to connect all people to Wisconsin's waterways through engaging exhibits, inclusive programs, and world-class collections.

COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION

The Wisconsin Maritime Museum is an equal opportunity employer and does not discriminate based on race, gender identity, age, class, sexuality, religion, ability, or national origin. WMM is committed to advancing equity and diversity both in the organization and in the museum field. We welcome applications from BIPOC (Black, Indigenous, People of Color) candidates, people with disabilities, LGBTQ+ individuals and others with experience in meaningful diversity, equity, inclusion, and accessibility engagement.

We are committed to providing an accessible application process. If you require any accommodations, email jmichalek@wisconsinmaritime.org

Don't meet every single requirement? At the Wisconsin Maritime Museum, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. Let us know in your cover letter how your experience makes you a good fit for us. You may be just the right candidate for this or other roles!

Resumes and cover letters should be sent to Jozlyn Michalek (jmichalek@wisconsinmaritime.org) by March 15, 2025.