



Poe Baltimore, Inc., manager of the Edgar Allan Poe House & Museum seeks qualified undergraduate and graduate candidates for internships

Poe Baltimore, Inc. is pleased to offer internship opportunities to qualified undergraduate and graduate candidates, involving diverse responsibilities throughout the year. Our needs are currently high from April and December, when in-house hours are required on Fridays, Saturdays, and Sundays between 10:30-4:15pm, and also include occasional weekday hours for daytime group tours, evening events, and general office support.

We feature a supervised learning environment, and during your internship you should expect to gain significant knowledge regarding the workings of a small (yet very active) historic museum. We'll aim to match your skills with our specific needs, which include administrative, educational, and promotional support. Throughout, we'll maintain a focus on your own independent development goals. This hands-on experience is intended to enhance your academic and professional aims, and we'll assist to arrange credit with your college or university. Knowledge of Edgar Allan Poe's work and life is not required, though a passion for Poe will certainly make your internship all the more fun and meaningful. These internships are unpaid, although our staff will offer professional guidance, reference opportunities, and career support. Please note that since the Edgar Allan Poe House and Museum is not ADA compliant, should you have any special needs, we can explore ways to develop responsibilities beyond the museum.

HOW TO APPLY: Applications are now being accepted for Autumn 2016, as well as Winter-Spring 2017, and beyond. **We welcome students majoring in history, literature, art history, communications and public relations, arts administration, art education, museum studies, or those intending to pursue a museum or non-profit career.** Excellent computer, research, and writing skills are required. **Communications interns** may assist with publications, press preparation, URL management, video production, and social media relations. **Education interns** may develop curriculum-focused classroom and web-based materials for middle to high school students. **Program interns** may research and develop special events and public programs. Regardless of your choice, we'll look forward to the possibility of your joining our lively community!

Applications are accepted at any time, although we will begin screening materials at the launch of each semester. To get a better idea of what we do, please explore www.poeinbaltimore.org and our "Edgar Allan Poe House and Museum / Poe Baltimore" Facebook page. Successful candidates may be requested to send additional materials, and after your materials are reviewed, you may be called to meet with us for a personal interview. All candidates will be contacted by e-mail as soon as possible.

Interns will help facilitate our dual missions of managing public visiting opportunities at the Edgar Allan Poe House and Museum, while also advancing programs and events that celebrate Poe's legacy throughout the city of Baltimore. These diverse responsibilities including:

- preparing PR and historic reference materials
- assisting and managing group tour details
- creating and editing short videos
- gathering informative archival materials
- conducting and evaluating visitor surveys
- preparing educational resources and events
- collating and managing visitor statistics
- plus more...

Please submit the following to poebaltimoremanger@gmail.com with "Internship" in the subject area:

- Your one-page Resume (including daytime/evening phone numbers, email, and postal address)
- A letter explaining your internship objectives, career goals, and preferred starting/ending dates.
- Two letters of academic reference will be helpful
- A copy of your most recent transcript will also be helpful

