

The Peabody Essex Museum (PEM) in Salem, Massachusetts, offers summer fellowship opportunities for graduate students and cultural professionals of Native American, Native Hawaiian or Alaska Native background. These paid, full-time, 10-week fellowships are designed to prepare participants for management positions in the museum field and/or the nonprofit cultural sector. The program presents a comprehensive perspective on the theory and practice of museum leadership, in the context of an in-depth project within a department of the museum. Lodging, travel expenses and stipend are included. School credit is available with an official request.

IMPORTANT DATES

Application due	February 25, 2012, by 5 pm
Screening, interviewing and hiring	February 25–March 22
Confirmation of hires	March 22
Fellows arrive in Salem	May 29
Program starts/orientation	May 31
Program ends	August 10

WHO IS ELIGIBLE TO APPLY?

Eligibility is limited to graduate students and in-service cultural professionals affiliated with an indigenous community. Participants must have documentation permitting them to work legally in the United States. Background checks will be conducted upon acceptance into the program.

WHAT ARE THE INTERNSHIP REQUIREMENTS?

1. Travel to Salem, Massachusetts
2. Ten weeks of full-time work in a PEM department
3. Attend weekly museum leadership workshops
4. Reside in campus housing shared with other PEM Native American Fellows (one room per Fellow)

WHAT POSITIONS ARE AVAILABLE?

Please see attached position descriptions, or visit pem.org/join/fellowships for a list of available positions. Applicants should indicate their preferred positions on the application form. Daily activities will vary based on the department. Every effort will be made to place applicants in their preferred department. Interested applicants may also propose a self-guided project. Proposed projects should connect to PEM's mission and collection and must be approved by PEM staff.

WHAT IS THE APPLICATION PROCESS?

The following materials must be submitted (mailed, faxed, emailed or dropped off) on or before the posted deadline:

1. Native American Fellowship Program application and 250-word essay
2. Three letters of recommendation
3. An official transcript from most recent four years of school
4. A full resume of education and employment

WHAT IS THE SELECTION PROCESS?

Following the application deadline, applicants meeting the criteria will be selected for up to two rounds of telephone interviews with program staff. Applicants will not be accepted into the program until a formal interview is conducted. A formal interview does not guarantee a position in the program. Selection will be based on the information provided in the application form and supporting documentation and through the interview process.

Please submit completed application to:

Dan Elias, Director of Grants Administration

Peabody Essex Museum | 161 Essex Street | Salem, MA 01970 USA
978-542-1578 | 978-740-0562 (fax) | dan_elias@pem.org

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Institutional Giving Fellow

Reporting to Assistant Director of Institutional Giving

The Institutional Giving Fellow will participate in all aspects of institutional giving, which involves corporations, foundations and government agencies, to gain further understanding of how this area of development operates and how it relates to all other aspects of museum work. This Fellowship will cover: identifying and qualifying potential funding sources, developing a case for support, proposal development, and fulfilling and reporting on funded activities. The Fellow will work primarily with PEM's Institutional Giving team as well as with the Director of Grants Administration.

FELLOWSHIP GOALS

- Provide an introduction to museum-based fundraising.
- Provide an opportunity for increased skills in the areas of research, writing, communication and grants management and tracking.
- Learn about grant compliance, fulfillment and reporting and help develop a handbook for training PEM staff.

RESPONSIBILITIES AND TASKS

- Identify and qualify prospective institutional supporters and participate in proposal development for exhibition funding, particularly in the area of Asian export art.
- Compile information about grant compliance and assist in development of grants management handbook on grant compliance, fulfillment and reporting.
- Manage grant documentation files.

TRAINING AND SUPERVISION

- The primary supervisor will be PEM's Assistant Director of Institutional Giving. PEM's Director of Grants Administration will supervise responsibilities and tasks related to grants management.
- Training will include an introduction to online resources and tools used to conduct research; meetings with various members of the Institutional Giving team as well as members of the Development Department; writing exercises that involve preparing written materials for different audiences; an introduction to fundamentals of grant management; and an overview of PEM's grant portfolio.

PREFERRED SKILLS

- Familiarity with the Microsoft Office suite and online research is required.
- Strong organizational, communication and interpersonal skills including excellent writing ability.
- Familiarity with Raiser's Edge or other prospect management software a plus.

Education and Interpretation Fellow

Reporting to Assistant to the Chief of Education and Interpretation

FELLOWSHIP GOALS

- Conduct program evaluation for a small number of strategically identified education programs and events running during summer 2012, i.e., PEM Pals, Arts Adventures Club, Teen Arts Club, Art Query Cart, Story Trails, Evening Parties and some docent tours.
- Assess program success through evidence-based strategic development of the PEM educational offer and by cross-referencing with marketing data for comparison and analysis of trends.

RESPONSIBILITIES AND TASKS

- Design specific data collection tools, e.g., questionnaires and interview and observation protocols. Construct and include specific questions to ensure valid and reliable data.
- Collect, process and analyze raw data and produce top-line reports of bare results.
- Interpret top-line results to produce depth reports, including recommendations.

TRAINING AND SUPERVISION

- The Fellow will be trained in basic questionnaire design, interviewing techniques, data processing using Excel and in how to analyze and interpret results.
- The Fellow will report to the Assistant to the Chief of Education and Interpretation, but will receive some training from the Chief of Education and Interpretation. The Fellow will also work closely with the Assistant Directors of Adult Programs and of Families, Students and Teachers, and the Director of the Art & Nature Center and will have regular contact with the entire Education and Interpretation team.

PREFERRED SKILLS

- Familiarity with Microsoft Excel and Word.
- Good interpersonal skills – happy to talk with strangers.
- Good observational skills – happy to spend time just looking, not doing.

Exhibitions and Research Fellow

Reporting to Director of Exhibition Research and Publishing

This Fellowship is organized around a project researching options and best practices in online museum publication and digital image/asset management, to guide future development in these areas at PEM. It will also provide an opportunity to learn the process of providing research and editorial support to the development of exhibitions and publications.

FELLOWSHIP GOALS

- Introduce the Fellow to exhibition development and museum research relating to exhibitions and publications through a coordinated project covering exhibition research, museum publishing and digital asset management.
- Provide PEM with research reports identifying current best practices and models and evaluating software options in image management and online publication.

RESPONSIBILITIES AND TASKS

- Identify best practices and resources pertaining to online publications.
- Research and identify best practices for image management system.
- Support asset management, including securing and documenting rights and reproduction data.
- Support exhibition research curators with daily tasks including research, documentation and communication.

TRAINING AND SUPERVISION

- Fellow will work under the supervision of the Director of Exhibition Research and Publishing, with additional support and supervision provided by the Senior Curator of Exhibitions and Research.

PREFERRED SKILLS

- Strong technical skills, knowledge of emerging technologies, interest in or familiarity with art, art history or related subjects and enthusiasm, flexibility and self-motivation.
- Self-starter with visual sensibility and understanding of the research process.
- Experience with information technology needs of arts/cultural organizations and educational institutions a plus.

Native American Art and Culture Curatorial Fellow

Reporting to Curator of Native American Art and Culture

FELLOWSHIP GOALS

This Fellowship offers experience in the principal aspects of curatorial practice in the arena of Native American art and culture. The Fellow will gain insight into the process of developing exhibitions, using Web-based outreach tools, establishing contact with indigenous communities and researching objects and artists.

RESPONSIBILITIES AND TASKS

- Assist with researching forthcoming exhibition concepts and objects for reinstallation from PEM's permanent collection and/or a future traveling exhibition.
- Conduct ongoing Native American Graves Protection and Repatriation Act research and outreach.
- Assist with object and artist biographical research and additional data enhancement such as provenance, bibliographic references and exhibition and publication histories for PEM's online collection access portal.
- Provide daily support to Curator, assisting with department activities including hosting delegations of visiting scholars, artists and/or indigenous community representatives, and other duties as assigned.

TRAINING AND SUPERVISION

- The Curator of Native American Art and Culture will be the primary supervisor for the Fellow. Other specialists may provide training or project-based supervision as necessary.
- Training will be provided as necessary in PEM's Web content management system, object provenance, object handling and concept development and presentation.

PREFERRED SKILLS

- Important skills include Microsoft Office, especially Word, Excel and Outlook; excellent written and oral communication; general research experience in the area of art and culture; familiarity with museum presentations of Native art and culture, curatorial concepts and process.
- Thoroughness, attention to detail, creativity, willingness to try new things, ability to work independently and flexibility.
- Familiarity and comfort with Web-based research and applications.

FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION IN EMPLOYMENT BECAUSE OF SEX, AGE, RACE, COLOR, RELIGIOUS CREED, MARITAL STATUS, SEXUAL ORIENTATION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SERVICE IN THE ARMED FORCES OF THE UNITED STATES, DISABILITY, GENETIC INFORMATION OR ANY OTHER PROTECTED CLASSIFICATION.

Personal Information

DATE: _____

NAME: _____

(Mr. / Ms. / Mrs.) First Middle Last

ADDRESS: _____

Street City State Zip Code

TELEPHONE: _____

Home Cell/Mobile

EMAIL: _____

Funding for this program is based on providing cultural sector employment training for Native communities of the United States. To establish eligibility for funding, please provide the following information:

TRIBAL OR COMMUNITY AFFILIATION: _____

If sponsored by tribe, please provide the following tribal sponsorship information:

NAME OF SPONSOR: _____

TITLE AND DEPARTMENT OF SPONSOR: _____

TRIBAL ORGANIZATION NAME: _____

Essay

Prepare and attach a 250-word essay addressing the following points:

1. *Your personal history and experiences, including community involvement, that have prepared you for this position.*
2. *Additional skills you would like to highlight.*
3. *What you hope to accomplish through this Fellowship, and how it would relate to your career goals.*
4. *What interests you in particular about PEM and leads you to apply for a fellowship?*

Preferred Placement

What department would you prefer to work in? (provide two options)

1. _____

2. _____

For position descriptions or instructions about proposing your own project, visit:

pem.org/join/fellowships

While placement in a particular position is not guaranteed, every effort will be made to accommodate your preferences.

Education

2012 Native American Fellowship Application

Please provide information below for each college/university attended and/or attending:

SCHOOL AND MAJOR	DATES ATTENDED	DEGREE AWARDED/EXPECTED

Current educational or employment status: _____

Additional skills or courses you have taken that you think would be relevant to this placement:

Have you made arrangements with your school to receive academic credit for this Fellowship if it is awarded?

Yes No

References

List references including at least two immediate supervisors or professors **and** one tribal or community elder or other cultural reference.

NAME AND OCCUPATION	ADDRESS	TELEPHONE

If you are employed, may we contact your present employer at this time? Yes No

How did you hear about the program? Job posting Walk-in PEM employee Other

Please supply the name of your referral source: _____

Are you legally authorized to work in the United States? Yes No

If you are extended a Fellowship offer, you will be required to furnish proof of lawful work status in accordance with the Immigration Reform and Control Act of 1986.

Relationship to PEM

2012 Native American Fellowship Application

Have you ever worked for PEM before?

Yes

No

When: _____

Name of supervisor: _____

Reason for leaving: _____

In accordance with PEM's policy concerning work assignment, do you have any relatives employed by PEM?

Yes

No

If yes, please state their name(s): _____

Will you be holding any other jobs while employed by PEM?

Yes

No

If yes, please describe: _____

Notice

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Applicant's Statement

I have read and fully understand the questions asked in this application. I understand that this application is not an offer or contract of employment. I understand that if I am hired, my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Peabody Essex Museum. This status can be modified only by a written document setting forth such modification, signed by both me and an authorized representative of the Peabody Essex Museum. I give the Peabody Essex Museum permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by the Peabody Essex Museum, and release and hold harmless all persons and entities from liability for doing so. I understand that after a tentative offer of employment has been made, a background investigation will be conducted by PEM or its agent/third-party provider including a criminal offender record information report. I have the right to request in writing, upon receipt of notice that an investigation is being conducted, a complete and accurate written disclosure of the nature and scope of the requested background investigation. I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of such a background investigation.

I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission will disqualify me from consideration for employment or constitute grounds for immediate dismissal when discovered. If employed by the Peabody Essex Museum, I will abide by its rules and regulations, which I understand are subject to change by the museum.

DATE: _____ APPLICANT'S SIGNATURE: _____

- Completed application
- Recommendation letters (provide three letters)
 - Two from immediate supervisors or professors
 - One from tribal or community elder or other cultural reference
- Your 250-word essay
- Transcripts for most recent four years of school
- Complete resume

PEM Native American Fellowships cover a period of 350 paid hours over 10 weeks during the summer. In order to participate, you must commit to completing the full scope of the program.

Thank you for your interest!