

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 prepare participants for leadership positions in the museum field and/or the nonprofit cultural sector. The program presents a comprehensive perspective on the theory and practice of museum management, in the context of a meaningful, in-depth project within a department of the museum. Weekly intensive workshops, field trips, lodging, travel expenses and a stipend are included. School credit is available upon official request.

PROGRAM DATES

Application due	Friday, January 29, 2016
Application review and interviewing	February 1–February 19
Notification of application results	February 22–26
Fellows arrive	June 6
Orientation	June 7–10
End of program	August 12

WHO IS ELIGIBLE TO APPLY?

Eligibility is limited to graduate students and rising in-service cultural professionals who are formally 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 and are required to begin work.

HOW IS THE PROGRAM STRUCTURED?

Fellows travel to Salem, Mass., to reside for the duration of the fellowship, living in a private room in a university apartment shared with other Fellows in the program. Over 10 weeks, Fellows work full-time in a PEM department, usually Monday through Friday. Activities and schedule vary based on the department's tasks. Fellows are required to attend weekly intensive workshop sessions focused on aspects of museum management and leadership, and will be asked to complete assignments and make presentations associated with the workshop curriculum. Fellows participate in occasional field trips and other scheduled events with the museum community. Human Resources and the Native American Fellowship project coordinator will provide additional support and training through initial orientation, regular consultation, and ongoing goal setting, review and communication.

The Native American Fellowship Program at PEM is supported in part by a generous grant from the Andrew W. Mellon Foundation.

WHAT POSITIONS ARE AVAILABLE?

- Curatorial Fellow
- Interpretation and Audience Engagement Fellow
- Development Fellow
- Collection Management Fellow
- Conservation Fellow
- Public Relations Fellow

Please see attached or visit pem.org/employment for full position descriptions. Applicants should indicate their preferred positions on the application form. Every effort will be made to place applicants in their preferred department, though if there is more than one qualified candidate for each post, PEM may suggest alternative assignments whenever a suitable match can be made. Interested applicants may also propose a self-directed 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. The Native American Fellowship Program application
2. A 250-word essay describing how the fellowship will advance your career and personal interests in the cultural sector, and what qualities and skills you would contribute to the museum
3. Three letters of recommendation from faculty members, supervisors, academic counselors, employers or others who can speak to your skills, goals and potential to succeed in the fellowship setting
4. Official transcripts from all higher education programs attended within the past five years
5. A complete resume listing education and employment

WHAT IS THE SELECTION PROCESS?

Following the application deadline, applications are reviewed. Finalists will be selected for up to two rounds of telephone interviews with PEM staff. This formal interview is required for consideration, but does not guarantee a position in the program. Selection is based on the application, references, supporting documentation, interview process and the match between Fellows' interests and available projects.

PLEASE SUBMIT COMPLETED APPLICATION TO:

Michelle Moon
Assistant Director for Adult Programs
Peabody Essex Museum
161 Essex St.
Salem, MA 01970 USA

978-542-1631
978-744-0731 (fax)
michelle_moon@pem.org

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

Which fellowships are you applying for? (provide first two choices)

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

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 AND EMAIL

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

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: _____

2016 Native American Fellowship Checklist

- Completed application
- Recommendation letters (provide three letters)
- Your 250-word essay
- Transcripts for most recent five 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!