



B&O Railroad Museum's Technical Writer, Writing in the Workplace Internship

Technical Writer, Writing in the Workplace (WIW) Internship Overview:

The B&O Railroad Museum offers a unique approach to learning about the history of American railroading through hands-on STEAM education. Developing innovative kinetic learning activities, themed educational events, and one-of-a-kind learning stations and props, the B&O's education and community outreach team seeks to educate the widest possible range of visitors.

WIW interns will work with the B&O education, membership and development staff to create a series of materials which measure programmatic impact. Responsibilities include:

- Research and write systems of practice for obtaining metrics and evaluative documents such as surveys and questionnaires.
- Work with the Museum's Education, Development, and Membership teams to understand the Museum's mission, demographic, and development goals.
- Design and develop data collection and program evaluation tools.
- Conduct routine analysis on program process and outcome data.

Qualifications for WIW Interns:

- Expected degree in education, humanities, museum studies, museum education, communications, marketing, or a related field.
- Demonstrated interest in museum programs, education, history, and/or marketing
- Strong writing, research, analytical, organizational, interpersonal, and computer skills
- Ability to articulate complex ideas concisely

WIW Benefits:

- Gain experience writing for the workplace
- Learn the importance and role evaluative tools play in development and mission-based business strategies
- Work for a Smithsonian accredited institution
- Earn 3 credit hours
- Develop transferable skills such as interpersonal, relationship building, and analytical skills

Internship Details:

The internship will be primarily completed at the B&O Railroad Museum in Baltimore Maryland with the opportunity to work remotely at times. Interns will complete 12 hours of work a week for 10 weeks for a total of 120 hours. The internship start date is September 9, 2019, and the end date is November 15, 2019.

How to Apply:

To apply, submit your resume along with a cover letter and three writing samples to aglaser@borail.org. The deadline for submissions is May 10, 2019. Submissions received after this time will not be eligible.