

The Peabody Essex Museum (PEM) in Salem, Massachusetts is in its ninth summer running its Native American Fellowship Program. We are looking for rising graduate students, emerging and in-service cultural professionals of Native American, Native Hawaiian or Alaska Native background to help them develop the knowledge, skills and networks necessary to become 21st-century community leaders who will shape museums and the nonprofit cultural sector.

Fellows develop their leadership potential through 11-week department positions within the museum. Placements allow participants to work directly with and be mentored by committed senior and mid-level PEM professionals. These positions provide Fellows with the ability to seek insights on the range of skills and experiences needed in positions of responsibility. Weekly workshops in key areas such as strategy, fundraising, communication and organizational politics, as well as select field trips, and substantive engagement in museum projects expand Fellows' existing skill sets while cultivating their professional development needs.

Placements will be available in the following departments: Curatorial, Integrated Media, Creative Services, Collection Management, Merchandising/Business Management, Development, and Education. Placements will be based on applicant's academic and/or career goals, their application, the interview process and the match between Fellows' interests and available projects.

Program offers stipend, housing and travel expenses. Academic credit is available upon official request.

Complete application, including references and transcripts, is due Friday, January 5, 2018.

2018 PROGRAM DATES

Application due	Friday, January 5
Application review and interviewing	January 16–February 28
Notification of application results	March 1–9
Online orientation	Select dates in May
Fellows arrive	Sunday, June 3
End of program	Friday, August 10

WHO IS ELIGIBLE TO APPLY?

Eligibility is limited to graduate students and rising in-service cultural professionals who are affiliated with an indigenous community. Participants must be legally authorized to work in the United States and will be required to provide proof of lawful work status in accordance with the Immigration Reform and Control Act of 1986. 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, Massachusetts for the duration of the Fellowship, residing in a university apartment shared with other Fellows in the program (each Fellow has a private room). The program runs for 10 weeks in Salem, and there is a one-week online orientation done in advance of the Salem residency. Over the 11 weeks, Fellows work full-time in a PEM department, usually Monday through Friday. Activities and schedule will 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 Director and Program Specialist will provide additional support and training through initial orientation, regular consultation and ongoing goal setting, review and communication.

WHAT IS THE APPLICATION PROCESS?

The following materials must be submitted (mailed, faxed, emailed or dropped off) on or before the posted deadline of January 5, 2018:

1. The Native American Fellowship Program application
2. Three essays, 250–400 words each
3. Writing sample, 3–5 pages, double spaced — this can be a previous academic paper, exhibition or grant proposal or extensive blog post
4. A complete resume listing education and employment
5. Three letters of recommendation
6. Official transcripts from all higher education programs attended within the past five years

WHAT IS THE SELECTION PROCESS?

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

PLEASE SUBMIT COMPLETED APPLICATION TO:

Jennifer Himmelreich, Native American Fellowship Program Specialist

Peabody Essex Museum

161 Essex St.

Salem, MA 01970 USA

978-542-1894

978-741-8793 (fax)

jennifer_himmelreich@pem.org

Complete application, including transcripts and references, is due Friday, January 5, 2018.