



Hancock Shaker Village Summer Internship Program 2019

The Hancock Shaker Village Summer Internship Program offers paid internships to qualified applicants in a variety of Village departments. Interns at the Village work alongside staff and volunteers at this vibrant outdoor museum and living farm in western Massachusetts. Hancock Shaker Village is a National Historic Landmark dedicated to sharing the history, legacy, and continuing relevance of the Shakers, a religious group who lived at the site from 1790 until 1960. The Village is open April through December for self-guided tours, demonstrations, and talks. The Village has 20 historic buildings and a working farm and garden. Interns contribute to the successful operation of this dynamic public site while expanding their skills in and knowledge of professional museum functions and practices.

In 2019 internships begin in June 3 and last for 10 weeks, ending in August 9. Internships are available in the following departments (descriptions of and qualifications for each internship are available on the pages that follow).

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- Collections (with Curatorial Department)
- Development
- Education
- Events
- Farm & Garden
- Marketing/PR
- Special Projects (with the President/CEO)

Stipend: Interns receive a stipend of \$150/week (\$1,500 for the full internship). Assistance in finding housing may be available if needed. Interns must provide their own transportation.

Qualifications: Qualifications for individual internships are listed with each internship description. Unless otherwise indicated, interns should have completed high school prior to applying.

Application Procedures: Applications that include a letter of interest, a resume, and a list of 3 professional or academic references are due on **Friday, March 29, 2019**, to Cindy Dickinson, Director of Education, Hancock Shaker Village. Be sure to indicate in your application letter the internship(s) for which you are applying.

Questions? Contact Cindy Dickinson at cdickinson@hancockshakervillage.org or at 413-443-0188 x213.

Collections (with Curatorial Department)

Collections Intern: We are looking for a curious and proactive intern to work alongside our Curator and Curatorial Assistant to help with a variety of jobs in the curatorial department. This department oversees the care and interpretation of the Village's collection of 22,000 artifacts, 20 historic buildings, and extensive library and archives. The department organizes exhibitions, loans, and research, among a variety of other projects. *What you will do:* assist in projects related to collections stewardship, including object cataloguing, exhibit maintenance, library research, metadata recording and processing, digitization, and generally assisting the curator in whatever project arises. The collections intern will learn how to use the museum's collection database (PastPerfect), and access the artifact collection as well as the hands-on education collection to assist the Education department. The intern will learn to give specialized tours of the collection. The intern will complete an independent project related to the museum's collections-storage expansion. **Qualifications:** The Collections Intern must have an enthusiasm for history and material culture; a foundation in history, art history, sociology or another subject related to the Village; an interest in writing and communication, a demonstrated ability to take direction and work independently; success working in a dynamic environment; the ability to lift at least 30 lbs, and a willingness to get their hands a little dirty.

Development

Development Intern We are looking for an energetic team player eager to gain valuable experience in fundraising at a vibrant non-profit institution. The intern will work alongside the Development Manager during the Village's busy summer season. The Development department raises necessary funds to provide vital support for the Village's core mission. *What you will do:* donor research, special events, database entry, membership event planning, group tour research and other special department projects, including the Summer Gala (July 13). **Qualifications:** The Development Intern must be enthusiastic, hard-working, and flexible; have demonstrated success in multi-tasking in a fast-paced environment; be able to follow directions and also show initiative, as the situation requires; must be able to maintain composure and a sense of humor in high-pressure situations; must have a familiarity with Microsoft Office (Excel experience a plus); and must be able to lift at least 30 lbs. Prior experience working with the public is helpful but not required.

Education

We are looking for an energetic and well-spoken intern to join the Education Department staff and volunteer interpreters as we share the Shakers' story, beliefs, and continuing relevance with 50,000+ visitors. You will gain valuable experience in public speaking and interpretation (both formal and informal), historical research, visitor services, program planning, and workplace dynamics. *What you will be doing:* This summer's intern will have two primary assignments: 1) working as an interpreter alongside seasoned interpretive staff to support daily public programming at the Village and 2) providing significant support to the Village's summer day camp program (3 week-long sessions). As an interpreter, the intern will staff several historic buildings, will develop a thirty-minute introductory talk about the Shakers, and will learn/develop other talks as time/interest allows. The intern will also engage younger visitors and their families with farm- and craft-related activities in the hands-on Discovery Barn. As summer camp assistant, the intern will work with the Education Director with a variety of pre-camp tasks, will be a key staffperson during camp, and will coordinate follow-up communication as needed. **Qualifications:** The Museum Education Intern must have demonstrated experience successfully working with people of all ages, especially children ages 8-14; must have demonstrated ability both to take direction and to work independently; must possess excellent communication skills, both oral and written; must be patient, flexible, organized, hard-working, and have a good sense of humor. A strong foundation in history, sociology, cultural studies, or another subject related to the Village is preferred; experience with life on a farm a plus but not required.

Events

We are looking for an energetic team player eager to gain valuable experience in events coordination at a vibrant non-profit institution. The intern will work alongside the Events Producer on a variety of public events during the Village's busy summer season. The Events department create programs that cultivate friends and funders who provide vital support for the Village's core mission. *What you will do:* shadow the Events Producer for 6-8 special programs during the summer to acquire the necessary skills to understand the operational side of events. You will be heavily involved in the programming process from the planning stages to the execution of events. Examples of programs include roots music concerts, dinners, and the annual fund-raising Gala. You will also aid in the groundwork for fall events, like Country Fair.

Qualifications: The Events Intern must be enthusiastic, hard-working, and flexible; have demonstrated success in multi-tasking in a fast-paced environment; be able to follow directions and also show initiative, as the situation requires; must be able to maintain composure and a sense of humor in high-pressure situations; high proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel); and must be able to lift at least 30 lbs. Prior experience working with the public is helpful but not required.

Farm & Garden

We are looking for hard-working and energetic interns to work alongside our CSA manager and our livestock manager. Our CSA manager carries out the daily operations of sustainable vegetable production on the Hancock Shaker Village Farm. The CSA garden, now in its 8th year, connects with all aspects of the Village's operation, including its education initiatives, café and retail outlets, and development efforts. Interns gain invaluable experience operating a successful production garden at the heart of a public historic site and expand their knowledge of sustainable gardening in such areas as soil health; plant fertility; weed, disease and insect ecology; specific crop rotation plans; seed orders; seed saving; planting schedules; and cover crop plans. Our livestock manager oversees the care and well-being of the Village's animals, including sheep, cows, pigs, goats, chickens, ducks, and turkeys. *What you will do:* weed control including mulching, cultivation (tractor experience a plus but not necessary) and hand hoeing; organic pest control; plant and manage cover crops; harvest and prepare vegetables and produce for weekly CSA pick-up; and staff the CSA pick-up. In this special setting you will use both historic and modern farm tools and machinery. Because the Village also owns and manages farm animals, you will learn basic animal husbandry and participate in barn chores as needed. You will also assist with Village initiatives that present the sustainable working farm to the public, such as giving garden tours or facilitating Saturday workshops and helping with preparations for the summer fundraising Gala. **Qualifications:** Farm and Garden interns should have a strong commitment to learning about sustainable agriculture; demonstrated ability to take direction and work both independently and as part of a team; success working in a dynamic environment; be able to lift at least 30 lbs., and a willingness to work hard in all types of weather. Prior experience on a farm helpful but not required.

Marketing/PR

We are looking for an energetic and enthusiastic self-starter with exceptional interpersonal communication skills to work alongside our Manager of Communications. The Communications Department is responsible for all aspects of marketing and publicity—print, web, social media, and public relations—for Hancock Shaker Village. During your internship, you will gain extensive experience with the range of tasks required to get the communications ball rolling in a fast-paced museum environment. *What you will do:* Update and maintain the Village's extensive lists of media outlets and hoteliers; research via internet and phone; respond via e-mail and/or phone to requests for images; schedule, coordinate and oversee photography sessions; post or submit event information to multiple online outlets; take photographs/video of Village events and daily activities to provide a current view of the Village for the organization's growing social media presence; draft social media posts, press releases and publicity text; print and file press mentions; distribute posters county-wide to promote upcoming events; add contacts to the electronic communication database. Intern also serves as the primary contact between the Village's

gardener and CSA (Community-Supported Agriculture) shareholders. **Qualifications:** The Marketing and PR Intern must be exceptionally well-organized, have excellent communication skills in writing, in person, and on the phone; have demonstrated success in working in a fast-paced environment; be flexible and easy-going; enjoy multi-tasking (some of which includes sitting at a computer terminal and using spreadsheets). Photography skills a plus but not required

Special Projects (with the President/CEO)

We are looking for an energetic and enthusiastic self-starter with exceptional communication and writing skills to work with our President/CEO on several projects, including a Shaker cookbook that will be co-authored with HSV's farm-to-table chef. The intern will be responsible for researching historical content, drafting text, organizing photo shoots, and communicating with the parties involved in the project. Other projects include the annual summer gala, and a food conference, Emerging Tastes. **Qualifications:** The intern must be exceptionally well-organized, have excellent written and oral communication skills; have demonstrated success in working in a fast-paced environment and under deadlines; and enjoy multi-tasking.