Hancock Shaker Village Summer Internship Program 2020

Interns at Hancock Shaker Village work alongside staff and volunteers at a vibrant living history museum and working farm in western Massachusetts. Hancock Shaker Village, a non-profit institution, 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. With 20 historic buildings and a working farm and garden, the Village is open April through December for self-guided tours, demonstrations, and talks. Interns contribute to the successful operation of this dynamic public site while expanding their skills in and knowledge of professional museum functions and practices.

General Information
Hancock Shaker Village internships begin in June and last for 10 weeks, ending in August (start dates vary among departments). Summer internships are full time (40 hours/week) and may include a weekend shift. Weekly schedules will be mutually decided on between the interns and their supervisors. Interns receive a $150/week stipend. Assistance in finding housing is available if needed. Interns must provide their own transportation.

In addition to the duties of individual internships listed below, all Hancock Shaker Village interns participate in a weekly intern meeting. In these sessions, interns learn about the work of the entire Village, assist with preparation and staffing of several summer events, and take part in excursions to other regional cultural and agricultural institutions. As appropriate, interns will have opportunities to work across departments to gain a richer experience of the Village.

Available Internships
Internships are available in the departments listed below. Descriptions, qualifications of applicants, and dates for each internship are available on the pages that follow.

- Collections/Curatorial
- Communications & Development
- Farm & Garden
- Museum Education

How to Apply
Applications that include a letter of interest, a resume, and a list of three professional or academic references are due on Friday, March 20, 2020 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/Curatorial Internship** (Available June 1-August 7 OR June 8-August 14, 2020)

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:** Interns provide assistance in projects related to collections stewardship, including object cataloguing, exhibit maintenance, library research, metadata recording and processing, digitization, and other projects as needed. You 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. You will learn to give specialized tours of the collection and will assist with exhibit-related public programming. You will complete an independent project on a topic of mutual interest to you and to the department.

**Qualifications:** The Collections/Curatorial 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 communications; a demonstrated ability to take direction and work independently; success working in a dynamic environment; the ability to lift at least 30 pounds, and a willingness to get your hands a little dirty.

**Communications & Development Internship** (Available June 1-August 7 OR June 8-August 14, 2020)

We are looking for an energetic team player eager to gain valuable experience in marketing, events, and fundraising. During the Village’s busy summer season, the intern will work half-time with the Director of Communications on marketing and public relations initiatives and half-time with the Chief Engagement Officer on events and development.

**What you will do in 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. You will research via internet and phone; respond via email and/or phone to requests for images or other media needs; schedule, coordinate, and oversee photography sessions; post or submit event information to multiple online outlets; take photographs/video of Village events and daily activities for the organization’s growing social media presence; draft social media posts, press releases, and publicity text; print and file press mentions; help with poster distribution to promote upcoming events; and add contacts to the electronic communication database. You will also assist with communications between the Village’s gardener and CSA (Community-Supported Agriculture) shareholders.

**What you will do in Development:** Development work at Hancock Shaker Village engages support for the Village’s mission. This work is accomplished through special events, a membership program, grant writing, solicitation of private donations, function rentals, and sponsorships. Your work as an intern will focus primarily on events, including the Village’s 60th anniversary gala (July 11), but will also include exposure to work in donor research, solicitation, and record-keeping. You will gain valuable experience and skills in events management by helping with planning and/or execution of 6-8 upcoming events (examples include barn music concerts, dinners, the Gala, and Country Fair). Event-related duties will include assisting with preparing event summaries and carrying out day-of-event set-up and breakdown; communicating with vendors, artists, and guests; and researching vendors and activities for upcoming programs. Development duties will include assisting with maintenance of the development database, conducting donor research, and supporting the department with special projects.

**Qualifications:** The Communications and 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; be able to maintain composure and a sense of humor in high-pressure situations; have a familiarity with Microsoft Office (Excel experience a plus); and be able to lift at least 30 pounds. Experience working with the public is helpful but not required. Photography skills are an added bonus.

**Farm & Garden Internships** (Begin June 9 and end August 15, 2020)

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 ninth 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 farming in such areas as soil ecology; plant health; weed, disease and insect management; crop rotation plans; seed orders; seed saving; and planting and harvesting schedules. 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:** Prepare beds; plant vegetable starts; control weeds with methods such as mulching, cultivation and hand hoeing; plant and manage cover crops and beneficial insect habitat; 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, facilitating Saturday workshops, and helping with preparations for the summer 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; ability to lift at least 30 pounds; and a willingness to work hard in all types of weather. Prior experience on a farm helpful but not required.

**Museum Education Internship** (Begins June 9 and ends August 15, 2020)

We are looking for an energetic and well-spoken intern to join the Education Department staff and volunteer interpreters as we share the Shakers’ history, beliefs, and continuing relevance with 50,000+ annual 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 do:** This summer’s intern will have three primary assignments: 1) working as an interpreter alongside seasoned interpretive staff to support daily public programming at the Village; 2) researching and developing a new talk or program (topic to be mutually agreed upon) that will be offered during the summer; and 3) providing significant support to the Village’s summer children’s program (two one-week sessions). As an interpreter, you will staff several historic buildings, develop a thirty-minute introductory talk about the Shakers, and engage younger visitors and their families with farm- and craft-related activities in the hands-on Discovery Barn. In developing a new talk or program, you will contribute to the department’s ever-expanding menu of daily interpretive offerings that engage the public in the diversity of the Shaker story. As a children’s program assistant, you will work with the Education Director in program preparation and execution.

**Qualifications:** The Museum Education intern must have demonstrated experience successfully working with people of all ages, especially children ages 8-14; demonstrated ability both to take direction and to work independently; and excellent communication skills, both oral and written. You must be patient, flexible, organized, hard-working, and have a good sense of humor. A strong foundation in history, sociology, cultural studies, or another related subject is preferred; farm experience a plus but not required.