



Hancock Shaker Village Summer Internship Program 2024

Looking for a transformative summer experience? Join us as an intern at Hancock Shaker Village, a vibrant living history museum and oldest working farm in western Massachusetts.

With 20 historic buildings and a working farm and garden, Hancock Shaker Village is open April through December for self-guided tours, demonstrations, talks, and programs ranging from concerts to goat yoga. The museum celebrates the history and legacy of the Shakers, a religious group that lived communally and sought to realize the perfection of heaven on earth by espousing values of equality and pacificism. The year 2024 marks the 250th anniversary of the Shakers' arrival in America from their founding country of England; the year offers opportunities for reflection and celebration of the Shakers' significant influence on American culture and design. To learn more about the Village, visit our website at hancockshakervillage.org.

Here's what past interns have gained from the program:

- "I've definitely become more confident interacting with the public. I was reconnected to my passion for crafts. I learned about the field of heritage interpretation; in addition to new knowledge, all the practice definitely improved my interpretation. I hadn't really considered working at a museum as a career possibility before, but I am now." —*recent Museum Education intern*
- "I am still as passionate about my interests in sustainability and agriculture as I was going in, but I now have so many more ideas about the work I could do and how the two of them can and should be combined! And how we need to apply Shaker ingenuity to both of them!" —*recent Farm & Garden intern*

The 2024 Hancock Shaker Village Summer Internship Program is generously funded by the Feigenbaum Foundation.

General Information

In 2024, this immersive, ten-week paid program begins with orientation on Tuesday, June 4, and concludes on Friday, August 9. Summer internships are full time (35-40 hours/week) and may include weekend shifts. Weekly schedules will be determined in advance of arrival by the interns and their supervisors. On-site housing is provided (no meal plan).

Specific internships are listed on the next page. Descriptions of and qualifications for each internship follow this general information section.

- Museum Education and Collections Internship
- Marketing & Special Events Internship
- Development and Membership Management Internship
- Garden Internship
- Livestock Internship

Interns receive a stipend of \$2,500, paid in weekly installments of \$250. Interns are also offered on-site housing in the shared intern apartment in one of our historic buildings. Interns must provide their own meals and transportation. Because of the distance from shopping and other amenities, access to a car during the internship is highly recommended for a better experience but is not required.

In addition to the duties of individual internships listed below, all Hancock Shaker Village interns participate in weekly intern meetings to learn about the work of the Village and enjoy field trips to regional cultural and agricultural institutions. All interns will also assist with the summer fundraising gala on Saturday, August 3.

How to Apply

Applicants should submit through Handshake OR send 1) a letter of interest (indicating the internship(s) for which you wish to be considered), 2) a resume, and 3) the names and contact information for two professional or academic references to Cindy Dickinson, Director of Education, Hancock Shaker Village, at cdickinson@hancockshakervillage.org. Applications will be reviewed on a rolling basis but must be received no later than Friday, March 29, at 5 pm.

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

INTERNSHIP DESCRIPTIONS

Museum Education & Collections Interns

We are looking for enthusiastic and people-oriented interns to join the Education and Curatorial Department staff and volunteers as we share the Shakers' history, beliefs, material culture, and continuing relevance with visitors. As an intern in these departments, you will gain valuable experience in public speaking and interpretation (both formal and informal), historical research, visitor services, curatorial and collection management, and program planning.

What you will do: Your tasks will include working as an interpreter (staffing historic buildings and giving public talks) alongside seasoned staff to support daily public programming at the Village; providing significant support to the Village's summer programs (including four weeks of children's programs); and undertaking an independent project (nature of which is mutually determined by the intern and the supervisor) that will benefit the department. Examples of such projects include researching and developing a new special-topic talk, developing and implementing a craft workshop, or creating training materials.

Additionally, you will spend time in the curatorial and collections department where you will maintain current exhibits, update the collection donor files, work within the collection to update the database, and learn curating skills as the department prepares for the fall exhibits.

Qualifications: A Museum Interpretation intern must have demonstrated experience successfully working with people of all ages, especially children; 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, American studies, art history, religion, sociology, cultural studies, or another related subject is helpful; prior museum experience and/or craft skills a plus but not required.

Marketing & Special Events Intern

We are looking for an energetic and enthusiastic self-starter with exceptional interpersonal communication skills to work alongside our Director of Marketing and our Events Manager. The Marketing and Events Department is responsible for all aspects of marketing and publicity—print, web, social media, and public relations—and Special Events Management for Hancock Shaker Village. Examples of Special Events include concerts, dinners, and weddings. During your internship, you will gain extensive experience with a wide range of tasks in a fast-paced museum environment. This internship is ideally suited for students in the following fields: marketing, social media marketing, events management, and hospitality.

What you will do: For marketing, you will assist in the development of a seasonal email and social media editorial plan and calendar. Partner to create weekly emails/newsletters and social media posts as well as reach out to local media outlets to promote key events throughout the season. Follow-up with advertising partners to ensure all creative materials have been sent in the correct format and on schedule. For special events, you will serve as the primary assistant to the Events Manager for pre-event planning, event set-up, trouble-shooting during events, and post-event clean-up and follow-up.

Qualifications: The Marketing and Special Events 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; 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; enjoy multi-tasking (some of which includes sitting at a computer terminal and using spreadsheets); and must be able to lift at least 30 lbs. Prior experience working with the public is helpful but not required. Experience with Instagram, Facebook, Constant Contact, WordPress, Canva and Excel is a plus.

Development and Membership Management Intern

Working alongside our small but efficient development team, you will gain valuable experience in and understanding of the vital role that development plays in supporting the museum's mission. This work is accomplished through timely donor communications, solicitation of private donations and sponsorships of special events, membership program, and grant writing.

What you will do: The intern will gain experience in all areas of the development office including learning and working with the development database to enter and clean data, pull reports, and analyze donor engagement and giving; conducting donor research; writing donor communications; researching and writing grants and sponsorship proposals; providing customer service directly to patrons and trustees; learning about membership and giving programs; and supporting the department with special projects. The intern will also help to support the Events staff in planning and executing the annual fundraising Gala on August 3.

Qualifications: The Development Intern must be enthusiastic, hard-working, flexible, and a skilled-problem solver; have demonstrated success in multi-tasking in a fast-paced environment; be able to follow directions and show initiative, as the situation requires; be able to maintain composure and a sense of humor in high-pressure situations; and have a familiarity with Microsoft Office (Excel experience a plus). Prior experience working with the public is helpful but not required.

Garden Interns

We are looking for two hard-working, joyful interns to work alongside our CSA manager and other garden staff to cultivate our extensive vegetable gardens, located at the heart of our historic site. You will expand your knowledge of sustainable vegetable production in such areas as plant health; weed, disease and insect management; crop rotation plans; seed starting and care of young plants; greenhouse management; and planting and harvesting schedules. You will also help with the preparations for and operating of the weekly CSA pick-up. You will use historic and modern tools and learn more about historic as well as contemporary gardening practices best suited for creating a sustainable, regenerative farm. You will enhance communication skills in interactions with the public and CSA shareholders.

What you will do:

- Harvest and prepare vegetables and produce for weekly CSA pick-up and staff the CSA pick-up. Write the weekly CSA newsletter with information about the produce in the weekly share.
- Early in the internship, care for young plants, prep garden beds, and plant vegetable starts
- Work in the greenhouse to care for plant starts and plants, such as tomatoes, that are grown in the greenhouse
- Monitor the weather and water as conditions require
- Weeding—lots of weeding—with various methods such as mulching, cultivation, hand-pulling, and hand-hoeing

Depending upon needs and interests, you may also maintain the medicinal herb garden, help with occasional barn and livestock chores, and assist with Village initiatives that present the sustainable working farm to the public.

Qualifications: The ideal garden intern should have a strong commitment to sustainable agriculture; have demonstrated ability to take direction and work both independently and as part of a team; have success working in a dynamic environment; be able to lift at least 30 pounds; and have a fitness level that allows working actively outdoors for extended periods in

all kinds of weather (heat, humidity, rain, wind, cold spells—the plants need care no matter what!) An interest in history is a plus; prior experience with gardening is helpful but not required. Patience is essential.

Livestock Intern

We are looking for a dedicated, energetic intern to work with our livestock manager and farm staff as they care for and manage our lively animals on this two-hundred-year-old farm. For educational and agricultural purposes, the Village maintains small herds of cows, sheep, and goats; a large flock of chickens; and a few pigs. As the livestock intern, you will help with the day-to-day care and management of these animals as you learn more about each type of animal in their many stages of development. You will cultivate skills in observing and monitoring animal behavior in order to recognize signs of distress, illness, or injury. You will also develop skills in talking about farm management and animal care with the visiting public—all in the historic setting of the iconic 1826 Round Stone Barn, the 1930s Dairy Ell, and the beautiful surrounding pastures and fields.

What you will do:

- Assist with daily barn chores, including morning and afternoon feedings, stall mucking, watering, and barn cleaning
- Assist with health maintenance chores such as hoof trimming, vaccinations, and general grooming
- Assist in rotationally grazing animals by periodically moving temporary grazing fencing and turning animals out and in daily
- Collect eggs and prepare them for weekly CSA distribution
- Incubate eggs and care for hatched chicks as part of our educational programming
- Learn more about the functional purposes of and requirements for raising animals for production
- Assist as needed with special programming such as Goat Yoga and Summer on the Farm (a week-long children's program)
- Help with special projects as the need arises.

You may also, on occasion, work with the Village gardener and interns to assist with garden-related chores.

Qualifications: The ideal livestock intern will have an interest in pursuing a career in agriculture and have a background in animal science, agricultural studies, or biology. The livestock intern should have a strong commitment to sustainable agriculture; a 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 50 pounds (the weight of a standard grain bag); and a fitness level that allows them to work actively for extended periods in all kinds of weather (heat, humidity, rain, wind, cold spells—the animals need care no matter what!). An interest in history is a plus. Prior experience handling animals, preferably in a farm setting, is helpful but not required.