



## Hancock Shaker Village Summer Internship Program 2025

Are you a college student in search of a rewarding work-and-learning experience this summer? Apply for an internship at Hancock Shaker Village!

Hancock Shaker Village is a vibrant living history museum and working farm in the Berkshires region of western Massachusetts. The Village is a National Historic Landmark dedicated to sharing the history, legacy, and continuing relevance of the Shakers. Part of a religious sect devoted to equality and peace, the Shakers lived at Hancock from 1790 until 1960.

Interns contribute to the successful operation of this public site while expanding their skills in and knowledge of museum functions and practices. With 20 historic buildings and a farm and gardens, the Village is open April through December for self-guided tours, demonstrations, talks, and programs ranging from concerts to goat yoga.

This paid internship also includes on-site housing.

### General Information

The ten-week summer program begins on Tuesday, June 3, and concludes on Friday, August 8. Internships are full time (35-40 hours/week); most schedules are Monday-Friday, although certain internships include occasional weekend hours (these weekends are known in advance of arrival). All interns will help with the annual Gala on Saturday, August 2.

Internships are available in the departments listed below. *Descriptions of and qualifications for each internship follow this general information section.*

- **Engagement & Development**
- **Farm Education**
- **Garden**
- **Hospitality & Special Events**
- **Livestock**
- **Museum Education & Interpretation (Religious Studies focus)**

Interns receive a stipend of \$3,000, paid in weekly installments of \$300, and the opportunity to live in on-site intern housing. Interns must provide their own food and transportation; access to a car during the internship is highly recommended for a better experience but is not required. Shared kitchen facilities are part of the internship housing.

In addition to the duties within departments, all Hancock Shaker Village interns participate in a weekly intern meeting for exposure to all aspects of the operation and enjoy occasional excursions to regional cultural and agricultural institutions. Interns also have the opportunity to attend workshops, lectures, and programs. Interns may have opportunities to work across departments to gain a richer experience of the Village. Hancock Shaker Village is a partner in the Berkshire Intern Project, which offers additional learning and extracurricular opportunities throughout the summer.

### **How to Apply**

Applicants should submit through Handshake OR send the following materials directly to Cindy Dickinson, Director of Education, Hancock Shaker Village, at [cdickinson@hancockshakervillage.org](mailto:cdickinson@hancockshakervillage.org):

- a cover letter naming your preferred department and explaining why that's a good fit for you
- your resume
- the names and contact information of two professional or academic references

**Deadline for applications is Friday, March 21, 2025, at 5 pm.**

**Questions?** Contact Cindy Dickinson at [cdickinson@hancockshakervillage.org](mailto:cdickinson@hancockshakervillage.org) or 413-443-0188 x213.

## **INTERNSHIP DESCRIPTIONS**

### **Engagement & Development Intern**

We are looking for an energetic and enthusiastic self-starter with exceptional interpersonal, communication, and writing skills to work alongside both our Director of Engagement and our Director of Development. This internship is ideally suited for students looking to gain extensive exposure to all aspects of marketing, advertising, communications, fundraising, and membership management within a non-profit museum setting.

Working alongside our Director of Engagement, you will gain valuable experience in managing all aspects of marketing and communication including direct mail, print advertising, digital marketing, website management, social media, and public relations. In this shared position, you will also work with the Director of Development to assist in the many development and membership activities that are vital in supporting the museum's mission.

#### **What you will do with Engagement:**

For the Engagement role, you will assist in the development of a seasonal email and social media editorial plans and calendars. You will help 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. You will follow-up with advertising partners to ensure that all creative materials have been sent in the correct format and on schedule.

#### **What you will do with Development:**

For the Development role, you will gain experience in all areas of development including database management (entering and cleaning data), pulling reports, and analyzing donor engagement and giving. The role will also provide exposure to conducting donor research,

writing donor communications, creating and writing sponsorship proposals, as well as the opportunity to learn about membership programming management.

**Qualifications:** The Engagement and Development Intern must be enthusiastic, flexible, and comfortable multi-tasking and problem solving while maintaining a sense of humor. Prior experience working with the public is helpful but not required. Experience with Instagram, Facebook, Constant Contact, WordPress, Canva and Excel is a plus.

### **Farm Education Intern**

We are looking for hard working, energetic, and personable interns to work with our education and farm staff as we manage and interpret a successful working farm at the heart of a public historic site. For educational and agricultural purposes, the Village maintains about an acre of production gardens as well as small herds of cows, sheep, and goats; a large flock of chickens; and a few pigs. As an intern, you will expand your knowledge of livestock care and sustainable vegetable farming while developing skills in communication, interpretation, and programs about farm life. You will have a fun, rewarding summer!

Key among your responsibilities will be helping with preparations for the weekly CSA (Community Supported Agriculture) program; providing support with livestock care in the Dairy Ell and barnyard; and staffing sessions of Summer on the Farm, the Village's weeklong summer children's program. Although the exact schedule will vary from week to week, the intern will have assignments in the garden, in the barn, and with the public each week, with the time overall divided about half and half between barn/garden work and public engagement.

### **What you will do:**

- **In the garden:** Under the supervision of the CSA manager, you will get down and dirty with important garden tasks like starting seeds; caring for young plants; working in the greenhouse; prepping garden beds; planting vegetable starts; watering and fertilizing; controlling weeds; harvesting and preparing vegetables and produce for weekly CSA pick-up; and staffing the CSA pick-up.
- **In the barn:** With the Livestock Manager, you will learn basic animal husbandry and participate in barn chores such as egg collection, feeding and watering of animals, and cleaning as needed. You will help with the day-to-day care and management of sheep, goats, cattle, and pigs 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.
- **With the public:** Based on the skills you are developing above, you will work with the Education Department to plan and staff Summer on the Farm, a series of week-long children's programs connected to the farm and farm life. Interns will work as a team with other Summer on the Farm staff to plan and facilitate animal- and plant-related activities with the children, will make the children feel welcome and engaged, and will help ensure their health and safety while they explore life on the farm! You will also develop communication skills in working with the CSA distribution and writing the weekly CSA newsletter. You will have the opportunity to help with occasional public programs that focus on life on this historic farm.

**Qualifications:** Farm Education interns should be excited about farms, food, and sharing that excitement with others. Interns should have a strong interest in working with the public, especially children; demonstrated ability to take direction and work both independently and as part of a team; success working in an ever-changing environment; excellent communication skills, both oral and written; ability to lift at least 30 pounds; a fitness level that allows them to work actively for extended periods; and a willingness to work hard in all types of weather. Successful candidates must be patient, flexible, hardworking, and have a good sense of humor. Prior experience on a farm and/or working with the public is helpful but not required.

### **Garden Intern**

We are looking for hardworking, joyful interns to work alongside our CSA (Community Supported Agriculture) 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 produce for weekly CSA shares and staff the CSA pick-up.
- Write the weekly CSA newsletter.
- 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 to 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.

### **Hospitality & Special Events Intern**

We are looking for an energetic and enthusiastic self-starter with exceptional interpersonal communication skills to work alongside our Hospitality & Special Events Manager.

The Hospitality & Events Department is responsible for all aspects of planning, managing and executing the many special events throughout the busy summer season at Hancock Shaker Village. Special events play an important role in driving and maintaining engagement among new and existing guests and members to the Village. Examples of special events include concerts, dinners, receptions, and weddings. During your internship, you will gain extensive experience in working with a wide variety of vendors and partners that are essential in the planning and executing of our numerous special events.

This internship is ideally suited for students in marketing, events and hospitality management. 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. Your work schedule will vary from week to week in accordance with the events schedule.

**Qualifications:** The 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. Prior experience working with the public is helpful but not required. Experience with Word, Canva and Excel is required.

### **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
- Help with special projects as the need arises.

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

**Qualifications:** The ideal livestock intern will have an interest in pursuing a career in agriculture; a background in animal science, agricultural studies, or biology; a strong commitment to sustainable agriculture; a demonstrated ability to take direction and to 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.

### **Museum Education & Interpretation: Religious Studies**

We are looking for an intellectually curious and thoughtful intern, with an interest in religious studies/history, to join the Education Department staff and volunteer interpreters as we share the Shakers' history, beliefs, and continuing relevance with visitors. As an intern in our department, you will gain valuable experience in public speaking and interpretation (both formal and informal), historical research, visitor services, and program planning. With your religious studies/history focus, you will be able to explore more deeply the opportunities and challenges of discussing and interpreting religion in a public, multicultural environment.

What you will do:

Your internship will have three major components:

- 1) working as an interpreter (staffing historic buildings and giving public talks) alongside seasoned staff to support daily public programming at the Village, particularly programs related to Shaker history and religious practices;
- 2) undertaking an independent project, mutually determined by the intern and the supervisor, that investigates an aspect of the Shaker religion pertinent to the museum's interpretive goals;
- 3) creating a public program/presentation, appropriate for a general audience, from the independent project. To research and develop your project, you will have access to a range of resources at the Village, including archival and library material, collections, and staff.

**Qualifications:** The ideal candidate for this internship will have at least a general academic foundation in the study of religion; basic historical research skills; demonstrated experience working with people of all ages; excellent communication skills, both oral and written; and demonstrated ability both to take direction and to work independently. The ideal candidate will be open-minded, hardworking, organized, and personable. Preference given to religious studies, sociology, or history majors with a focus on American studies/religion.