SUMMER PROGRAMS INTERNSHIP

Tudor Place, a historic house and garden located in Georgetown, is seeking qualified applicants for its education internship program. The program is designed to provide research opportunities and practical, hands-on experience to students pursuing a degree in museum studies, museum education, American history, public history, art history, architectural history, library science, or archival studies.

Responsibilities

- Develop and lead a week-long, education day camp for ages 4-6
- Develop materials for a family field day
- Assist with logistics for private and public programs, including teas, weddings, and occasional youth and adult programming
- Develop marketing materials for private and public programs
- Lead private and public tours of the house and garden as possible
- Attend training sessions and ongoing program meetings as scheduled
- Perform administrative tasks as needed

Schedule

- June through August
- Times may vary; available hours are Tuesday through Saturday, between 9:00 a.m. and 3:00 p.m.
- Must be available the week of August 3 to August 7
- Internship is 15-20 hours/week

Requirements

- Enrollment in a graduate-level degree program; strong undergraduate applicants may be considered as well
- Prior experience working with educational programs and special events a plus
- Excellent written and oral communication skills
- Excellent organizational skills and attention to detail
- Prior experience leading tours, or otherwise possess public speaking skills
- Strength, dexterity and mobility to perform all duties

Academic credit may be arranged in cooperation with a sponsoring college or university. If not receiving academic credit, a stipend is available.

To Apply

Interested candidates should submit a cover letter and resume to Lauren Rever, Education Coordinator, at education@tudorplace.org. No phone calls please. Qualified applicants will be contacted to schedule an interview.

Application deadline is March 30, 2020.

For more information about the museum and our programs, please visit www.tudorplace.org.