



Programs Internship

Tudor Place Historic House & Garden seeks qualified applicants for its education internship program. The internship 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 or a relevant program of studies.

Primary Responsibilities:

- Develop and facilitate new and ongoing summer family programs
- Lead private and public tours of the house and garden
- Facilitate private and public programs, including but not limited to Girl Scout programs, field trips and programming for youth and adults as needed
- Participate in planning and facilitating teacher professional development offered through the Civil War Washington Consortium
- Help prepare the education department for fall K-12 and public programs
- Identify and complete self-directed projects as time allows
- Attend training sessions and ongoing program meetings
- Perform administrative tasks as needed

Qualifications:

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

Schedule & Logistics:

- 20 - 25 hours/week with a flexible schedule Tuesday-Saturday; total number of hours dependent on credit requirements of the student's academic institution if credit is being sought for the internship
- Approximate dates of internship are May 30, 2023 – August 19, 2023
- Work will primarily be in person at Tudor Place, although some allowances may be made for remote work as necessary
- Interns are eligible to receive staff Museum Shop discount

Stipend: \$1,800

To Apply:

Submit a resume and cover letter to Katie McCarthy, Education Coordinator, at education@tudorplace.org with subject line 'Summer Programs Intern' by April 5, 2023. No phone calls please.

For more information about Tudor Place and our programs, please visit www.tudorplace.org