



Educational Programs Internship

Tudor Place Historic House & Garden seeks 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.

Primary Responsibilities:

- Develop and facilitate a program for a specific K-12 audience in consultation with the Director of Education & Visitor Services
- Assist in planning programs for Summer and Fall
- Facilitate Girl Scout programs, field trips and programming for youth and adults
- Lead private and public tours of the historic house and garden
- 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:

- Approximately 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 June 4, 2024 – August 31, 2024.
- Work will primarily be in person at Tudor Place, although some allowances may be made for remote work.
- Interns are eligible to receive a Museum Shop discount and free on-site parking.

Stipend: \$1800

To Apply:

Submit a resume and cover letter to Amy Durbin, Director of Education & Visitor Services, at education@tudorplace.org with subject line 'Summer Education Intern' by April 30, 2024. No phone calls please.

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