



## 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 Director of Education & Visitor Services and Education Coordinator
- Assist in planning programs for Fall and Spring (including *Trick or Treat at Tudor Place* in October)
- Facilitate Girl Scout & Tudor Tots programs, school field trips and family programs
- Lead private and public tours of the historic house and garden
- Attend training sessions and ongoing program meetings as needed
- 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 September 3, 2024 – December 18, 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](mailto:education@tudorplace.org) with subject line 'Fall Education Intern' by July 15, 2024. No phone calls please.

For more information about Tudor Place and our programs, please visit [www.tudorplace.org](http://www.tudorplace.org).