



Job Posting: Education and Events Intern

Description: Internships are now available in the Education Department with the Ruth Mott Foundation at Applewood Estate. Once home to Charles Stewart Mott and his family members, the Applewood Estate dates back to 1916. The estate is now owned and operated by the Ruth Mott Foundation and consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives, and photographs.

Internships are open to undergraduate or graduate college students. We offer a well-rounded program whereby each student learns general knowledge and practices in several areas, in addition to working on one specific project to gain a more in-depth and hands-on experience.

Projects may be tailored to a student's coursework or interests and the supervisor will work with students and professors to meet school requirements for classes and credits. Related majors include: art history, art (fine or studio), education/teaching, museum studies, history, anthropology/material culture, library science (archives), visual arts, and visual communication. Interns can expect to gain experience in the following areas:

- **Education** - Work with staff to learn and conduct education programs and tours, develop educational materials for the site, and help organize the department resources. Assist with scheduling educational tours and field trips.
- **Events** - Assist staff in event planning and delivering special programming; be on site for large events, lead activities for visitors of different ages.
- **Collections** - Work with the Education department and Collections department to identify artifacts to use in educational programs, learn proper care and handling for an education collection.
- **Archives** - Assist in researching the archival collection for educational content; help identify archives to use in educational programs, learn proper care and handling.

Duties May Include:

- Assist staff in design, delivery and evaluation of on-site programs at Applewood and off-site community expos and events for the 2016 season.
- Assist with data collection for events and compile program evaluations.
- Organize supplies and provide logistical support for events and tours, most of which are held outdoors and require manual labor and an ability to lift or carry 40 lbs.
- Perform administrative and office support activities such as fielding telephone calls, word processing, filing and faxing.

Qualifications:

- High school diploma or GED. College experience in a field such as education, history, public gardens, volunteerism, social work, or a related field desired.
- Prior experience working directly with the public preferred.
- Excellent interpersonal and relational skills, including ability to work effectively with people of all ages, social, racial, and economic backgrounds in a collaborative environment. (Frequently work with large groups of children.)
- Demonstrated ability for creativity, handling multiple tasks and meeting deadlines.

- Proficient in Microsoft Office including Word, Publisher, Excel, PowerPoint and Outlook.
- Resident or work experience in Greater Flint community desired.

Ruth Mott Foundation looks to recruit team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation protected genetic information, veteran status, or any other characteristic protected by law.

This position requires approximately 30-40 hours per week and involves occasional evening/weekend hours for events. Compensation is approximately \$10 per hour. Hours are generally scheduled between 9am-4pm Monday through Friday. The specific dates and hours of employment will be finalized at the time of hiring.

To Apply: Interested candidates should email a cover letter highlighting specific interests, resume, and contact information to resumes@ruthmott.org. Please indicate the hours per week you are available and requirements for school credit.