

## **Rose Hill Mansion Internships**

Interns are key members of a small team that is responsible for the ongoing interpretation of Rose Hill Mansion. Under the supervision of the Visitor Services and Programs Manager, Interns will gain valuable, hands-on museum experiences. Responsibilities may include leading guided tours, designing and installing exhibits, conducting a research project, and creating public programs and special events.

The internship program is divided into three sessions – Spring (February to May), Summer (May/June to August), and Fall (September to December). Academic credit can be arranged for students who complete a minimum number of hours per week, as determined by their academic institution. Candidates who apply for the summer program are considered for paid positions.

### **Specific Responsibilities**

- Attend intern orientation and training sessions.
- Explore creative ways to present and interpret Rose Hill Mansion through a research project.
- Conduct guided tours of Rose Hill Mansion for people of all ages.
- Assist with managing the Carriage House Visitor Center and Gift Shop. Duties include, but are not limited to, welcoming and orientating visitors, completing ticketing and gift shop transactions, answering the phone, and providing information to visitors (recommending restaurants, giving directions, etc.).
- Write at least one blog article for Historic Geneva's blog.
- Write an article about the internship for Historic Geneva's quarterly newsletter.
- Assist with other Historic Geneva programs and other activities as assigned by the Visitor Services and Programs Manager and Executive Director.

### **Qualifications**

- Students working on degrees in American history, art history, museum studies, education, or related fields.
- Strong communication, organizational, and customer service skills.
- Ability to problem solve and be flexible.
- Work well with other team members.
- Technological proficiency preferred.
- Ability to retain historical facts and anecdotes and relay that information in an engaging and informative way while leading a tour according to established procedures and ensuring the safety of visitors and the preservation of the site.
- Available to work weekends (summer session).

**How to apply**

Send a resume and cover letter to Mel Oles, Visitor Services and Programs Manager at Rose Hill Mansion and Johnston House at [rosehill@historicenseva.org](mailto:rosehill@historicenseva.org) with "RH Internship" in the subject line. No phone calls. For more information email [rosehill@historicenseva.org](mailto:rosehill@historicenseva.org) or visit <https://historicenseva.org/about-us/opportunities>.

