

**External Relations (Development, Public Programs, and Marketing)**

Dates: June through August, can accommodate hours

The intern will spend one day per week with each department throughout the duration of the internship. Focus areas will include:

**Development**

Research sponsorship and grant opportunities

Develop exclusive membership benefits and programming

Create opportunities for member feedback

**Public Programs**

Assist with design and coordination of public programs

Research and book talent

Monitor and replenish inventory and supplies

Assist with day-of event management

**Marketing**

Assist with design and implementation of marketing campaigns

Create content for various media channels

Utilize marketing tools such as Constant Contact, Adobe Suite, and Canva

Learn the basics and assist with graphic design

Requirements: Some night and weekend availability, a laptop.

**Public Garden Internship at The Hermitage Museum & Gardens:**

Dates: June-August, can accommodate hours

The Hermitage Museum & Gardens provides a unique opportunity for those interested in horticulture, ecology, art, education, and the non-profit museum experience.

**There are three learning objectives to this internship:**

1. Learn the basics of managing and curating a diverse landscape of gardens, woodlands, and wetlands through hands-on work experience.
2. Gain an understanding of how a public garden manager must interconnect with the public, educational programs, public events, and marketing initiatives.
3. Research and present a topic of interest to the Hermitage Gardens that will help us better grow, maintain, understand, or change how this historic garden museum operates.

**This is an Eight Week and approximately 150-hour Internship:**Week One through Three:

The emphasis will be on garden and grounds maintenance (weeding, watering, mulching, etc.) and gaining familiarity with the diverse flora and habitats found on the Hermitage Grounds.

Rain days can be supplemented with research into the history of the Hermitage or study of the flora and habitats of the Hampton Roads area

A topic of research should be chosen by the end of the first three weeks. A list of possible topics will be provided but you may choose your own with the Curator of Gardens approval.

Examples of research topics include: a problem in the Gardens in need of a solution, an area of potential improvement in the gardens, an aspect of the gardens history that has not been explored or a general recounting of your learning experience at the Hermitage)

Week Four and Five:

Rotate through different departments to gain an understanding of the various aspects of the museum (Education, Marketing, Development, Collections, Membership, Public Programs)

Work in the gardens in-between staff availability

Week Six through Eight:

Split time between working on a research topic and garden maintenance.

End of Eight Week Internship:

Presentation of topic to staff at the end of the internship (a paper and a PowerPoint)

**Curatorial & Education Internship Description:**

Dates: June through August, can accommodate hours

The Hermitage Museum & Gardens seeks an intern to assist the Curatorial, Education, and Visitor Experience team this summer. The internship will offer students the opportunity to work with several museum professionals and departments over the course of the summer semester (mid-June to August, 2021) while completing an average of 10 hours/week of volunteer work.\*

*\*The Hermitage is willing to work with interns to fulfill any particular requirements their respective school departments may require. Students are responsible for contacting the appropriate faculty or administrators of their programs to receive academic credit and learn about internship requirements.*

**Learning Outcomes:**

1. Learn the basic principles of managing a permanent collection of over 5,000 fine arts and artifacts in the unique setting of the Hermitage Museum & Gardens
2. Gain an understanding of the work involved in developing exhibitions as a team in a museum setting
3. Learn to develop and implement educational activities and content that further the museum's mission and engages visitors.

**Sample project descriptions:**

To gain a well-rounded experience and understand the collaborative way in which these departments often work together to further the museum's mission, interns may complete a range of various projects with museum professionals. Specific projects may include:

- develop tours for special exhibitions and/or the museum's permanent collection that enhance the visitor experience
- conduct guided tours and directly engage with the public
- develop and implement educational and interpretive material such as virtual content, interpretive pamphlets, educational activities for families, and SOL-based school programs
- complete administrative tasks, such as routine data-entry updates to the collections management system, inventory, and appraisal records.
- complete academic-level research that enhances understanding and interpretation of specific objects, topics, or themes
- Handle artworks or assist in moving collection objects (basic training and supervision provided)
- Assistance during collections assessment projects (if applicable)

Requirements: in-office hours to be completed M-F, 10am-5pm; a laptop if student already has one.

To apply: visit <http://thehermitagemuseum.org/internships/>

Click link for our online application:

<https://docs.google.com/forms/d/e/1FAIpQLSfsighnlii-Uq8fAfgGPluUh0-sFovnQQrjjZwNEixWAgvr7g/viewform>

For additional questions or to verify the status of your application materials, please contact the Hermitage Museum's Volunteer Coordinator, Toni Moser, at [tmoser@thehermitagemuseum.org](mailto:tmoser@thehermitagemuseum.org) or by phone at (757) 901-4090.