



SUMMER 2012 PAID MUSEUM EDUCATION INTERNSHIP OPPORTUNITY

Dumbarton House, a Federal period historic house Museum in Georgetown, seeks a summer intern to support the coordination of Museum programs and operations. Dumbarton House, headquarters of The National Society of The Colonial Dames of America, offers visitors an opportunity to enhance their appreciation of early American history. In its educational programming, Dumbarton House offers tours of the collection for the general public and groups, summer camp, school and Scout programs, adult programs and lectures, chamber music concerts, family programs, and various other public programs.

The primary responsibility of the summer Education intern will be to update, coordinate, and serve as Lead Counselor for two weeks of summer camp and co-teach two weeks of summer camp at neighboring Tudor Place. Dumbarton House and Tudor Place, Georgetown neighbors, partner to offer “Georgetown History Weeks” summer camps. The summer camps are a fun and interactive approach to American history. Connecting to Dumbarton House’s mission, collection, Washington, D.C., and early American history, campers can “travel back in time” to the early 19th century through crafts, games, the Museum, and food. Camps are for 4-9 year olds. The Education intern will be an active team member of the small staff at Dumbarton House. The Education intern works with and reports to the Education Director.

A \$1500 stipend will be awarded for the Summer 2012 Museum Education Internship and/or academic credit may be arranged in cooperation with a sponsoring college or university.

Schedule

- 250 hours;
- Must be available to staff four weeks of summer camp: June 18-22 7:30am-3pm, June 25-June 29 7:30am-3pm, July 30-August 3 8am-2pm, and August 6-10 8am-2pm (25-35 hours/week);
- Non-camp weeks, times may vary, but typically available 3 weekdays/week for 10-15 hours a week from mid-May –mid-August;
- Occasional weekends and evening hours as needed; and
- The internship begins mid-late May and ends mid-August.

Duties

- Update and further develop two weeks of summer camp programs to be age-appropriate for ages 4-9 and connects to Dumbarton House’s mission and collection and early American history;
- Coordinate all aspects of the two June summer camps hosted at Dumbarton House, including purchasing supplies, coordinating logistics, etc.;
- Actively participate and contribute in counselor training, policy and procedures coordination, etc. as needed;
- Teach four weeks of summer camp, including before and after-care as needed (June camps are hosted at Dumbarton House, late July/August camps are hosted at neighboring historic house museum Tudor Place);
- Serve as Lead Counselor at June camps and collaboratively work with co-counselor(s) at all camps;
- Coordinate post-camp procedures, including surveys, images, update camp lessons, etc.;
- Assist with welcoming guests to the Museum during regular Museum hours;
- Assist with Museum public programs as needed;
- As time allows, research and develop new Girl Scout program;
- As time allows, may assist with the Museum’s development of a new interpretive plan;
- Attend training sessions and ongoing program meetings as scheduled; and
- Perform other tasks as needed.

Qualifications Needed:

- Prior experience working with 4-9 year olds required;
- Prior experience teaching at a summer camp, museum, classroom, and/or other informal educational setting required;
- Flexibility, enthusiasm, and an attitude of respect for working with diverse staff and visitors;
- Excellent interpersonal and oral communication skills;
- Excellent organizational skills and attention to detail;
- Ability to “think on one’s feet,” including the ability to anticipate, react, and respond professionally to the needs of campers and parents;
- Self-motivated and must be able to work independently with minimal supervision, and be willing to assist with all aspects of working in a small, historic house museum;
- Degree, working toward a degree, and/or comparable experience in museum education, museum studies, education, American studies, or a related field;
- Prior experience leading tours, or otherwise possess public speaking skills a plus;
- Knowledge of early American history, architecture, decorative arts a plus;
- Experience with MS Office applications (Word, Excel, and Publisher), knowledge of databases and office equipment; and
- Strength, dexterity, and mobility to perform all duties (to include some light lifting and stair-climbing).

To Apply:

- Send cover letter and resume to: **Intern c/o Education, 2715 Q Street, NW, Washington, DC, 20007-3071; programs@dumbartonhouse.org; FAX: 202-337-0348.**
- The incumbent is not eligible for museum benefits. Dumbarton House is an Equal Opportunity Employer. A background check is required for employment.
- Applications are due April 1, 2012.
- Qualified applicants will be contacted to schedule an interview. Please do not contact Dumbarton House to inquire about the status of your application.