



## Internship Information



### **Name & Description of Agency**

The Jamestown-Yorktown Foundation is an agency of the Commonwealth of Virginia that operates two living-history museums, Jamestown Settlement and American Revolution Museum at Yorktown. These two museums feature outdoor living-history areas in which costumed historical interpreters describe and demonstrate life in 17<sup>th</sup> and 18<sup>th</sup>-century Virginia. Jamestown Settlement features re-creations of a Powhatan Indian village, three ships, and James Fort. The American Revolution Museum at Yorktown offers a Continental Army encampment and Revolution-era Virginia farm.

Our mission is to educate and to promote understanding and awareness of Virginia's role in the creation of the United States of America. The Foundation is accredited by the American Association of Museums.

### **Website**

[www.historyisfun.org](http://www.historyisfun.org)

### **Address of Agency**

We can utilize interns at 3 different locations (Map Quest addresses listed below):

Jamestown Settlement, 2110 Jamestown Road, Williamsburg  
American Revolution Museum at Yorktown, 200 Water Street, Yorktown  
Central Support Complex, 1 Diesel Drive, Williamsburg

### **Application Process**

To be considered for an internship, candidates must complete and submit a Jamestown-Yorktown Foundation internship application, a resume, and complete the placement process. The placement process includes a screening interview, a possible secondary interview with the department in which they wish to be placed, evaluation of the applicant's availability and scheduling, and attending required training (e.g., new hire orientation; safety and security orientation).

More information about our internships and volunteer opportunities may be found on our website, [www.historyisfun.org](http://www.historyisfun.org), under the 'About Us' section. Jamestown-Yorktown Foundation will make efforts to comply with individual school requirements for those participants seeking academic credit for their internships. No stipends or transportation are provided. Generally speaking, an intern should be available to work a minimum of 8 hours and no more than 20 hours per week during an academic semester. Most internships are offered from September through December; February through early May; and late May through August. Please confirm on the application if you intend to apply for an experiential or academic internship and which semester you are applying for and/or date you wish to begin.

Please note: Please contact the Office of Volunteer Services for the Summer Internship deadline. Fall and spring internships are available on a first-come-first-priority basis. Any approval for academic credit must come through your academic advisor. Experiential internships are available on a rolling admissions basis.

To receive an application packet, please send your complete name, mailing address, phone number, email address, and your area of interest to:

**Jamie Helmick**  
**Volunteer Services Manager**  
**Jamestown-Yorktown Foundation**  
**P.O. Box 1607**  
**Williamsburg, VA 23187**  
**(757) 253-4372**  
[jamie.helmick@jyf.virginia.gov](mailto:jamie.helmick@jyf.virginia.gov)

**Katie Ewell**  
**Volunteer Administrator**  
**(757) 253-4032**  
[katie.ewell@jyf.virginia.gov](mailto:katie.ewell@jyf.virginia.gov)

**Magdelene Staples**  
**Recruitment Specialist**  
**(757) 253-4302**  
[magdalene.staples@jyf.virginia.gov](mailto:magdalene.staples@jyf.virginia.gov)

All complete applications and resumes should be sent to the Volunteer Administrator or Recruitment Specialist.

### **Internship Function (responsibilities, duties, department, etc.)**

We are posting for several internship positions, and this and the following section will be repeated. The internship position titles are as follows: Accounting Intern, Administrative Program Support Assistant, Audio/Visual Technical Assistant, Curatorial Assistant, Customer Research Intern, Historical Foodways, History Intern/Gallery Docent, Horticultural Assistant, Human Resources Assistant, Information Technology Intern, Interpretive Services Assistant, Marketing Intern, and On-Site Education Intern.

### **Intern Title: Accounting Intern**

#### **Intern Duties:**

Work independently to complete a variety of accounting tasks such as accounts receivable, fixed assets and the policies and procedures of these functions. Intern may be assigned to a specific project to complete throughout the course of their internship.

#### **Department:**

Administration & Finance or Museum Operations: Finance and/or Accounting.

#### ***Desired Qualifications and/or Skills:***

A current student or recent graduate whose major is/was in accounting, finance, or business. Student must have a minimum of two semesters of accounting, including successful completion of the Principles of Accounting.

## **Intern Title: Administrative Program Support Assistant**

### **Intern Duties:**

Assist with basic administrative duties associated with managing an office including: database input, database management, phone calls, light correspondence, copying, mailing and distribution of promotional materials. Assist with monitoring web page. Assist with logistics for meetings and planning events. Work on compiling development list of potential contacts for speaking engagements or fundraising activities. Act as assistants during after hours/special events.

### **Department:**

Varies, but may include: Development, Marketing, Human Resources, Office of Volunteer Services, and other administrative areas.

### ***Desired Qualifications and/or Skills:***

Good interpersonal skills, detail-oriented, good research skills, and the ability to work independently. Ability to use internet responsibly and web page experience are a plus. Willingness to learn and take initiative is a must. Basic orientation to JYF and specific training on project objectives provided. Finance and/or accounting knowledge is a plus.

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## **Intern Title: Audio/Visual Technician Assistant a.k.a. Electronic Exhibit Tech. Asst.**

### **Intern Duties:**

Assist the Audio/Visual Specialist in providing maintenance support, trouble-shooting, and installation of electronic and audio-visual exhibits at the Jamestown-Yorktown Foundation.

Perform any of the various activities that support the upkeep of electronic and audio-visual exhibits to include, but not limited to:

- Assisting in installation of exhibits and equipment.
- Assisting in maintaining the existing equipment.
- Assisting with the trouble shooting of malfunctioning equipment.
- Assisting with after-hours events and special events that require audio-visual support.
- Assisting in new American Revolution Museum at Yorktown (ARM-Y) development.

### **Department:**

Museum Operations and Education: Exhibit Design, and under direct supervision of the Audio/Visual Specialist.

### ***Desired Qualifications and/or Skills:***

Good public contact skills, desire to learn, interpersonal skills, detail-oriented, and the ability to work independently and with a team. Some formal training and/or experience with A/V equipment and the ability to take initiative are a plus. Intern should be able to commit to a minimum of at least one, 4-hour shift per week for a period of three months. Basic orientation to JYF and skill training for specific activities will be provided when equipment is used.

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## **Intern Title: Research Assistant**

### **Intern Duties:**

Support interpretive actions by providing research into accurate historical information that may be used in on-site programming. Read and research through historical accounts for assigned data. Write a research report of findings, including proper citations of facts and figures from the historical accounts, following approved style manual. Work

effectively with library and curatorial staff, maintaining internal customer service standards. Interns may also be required to handle and catalog artifacts as well as maintain museum exhibits.

**Department:**

Museum Operations and Education: Curatorial, Interpretive Services and/or On-Site Education Departments. The potential exists for placement at American Revolution Museum at Yorktown, Jamestown Settlement, or Central Support Complex.

***Desired Qualifications and/or Skills:***

Good public contact skills and desire to learn; able to work independently. Must possess research skills and be able to use internet responsibly. Familiarity with either 17<sup>th</sup> or 18<sup>th</sup> century history a real plus. Must possess computer skills, and have working knowledge of Microsoft Office Suite including Word, Excel, and PowerPoint.

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**Intern Title: Customer Research Intern**

**Intern Duties:**

Under supervision of the Customer Research Specialist, accurately enters data from teacher evaluations, visitor comment cards and other measurement devices into appropriate database programs such as Excel and Access. Assists with the preparation of customer research materials, reports, and presentations. Follows prescribed formats, presents analysis information clearly and accurately. Interns may learn the process of data analysis, database cleaning, and database maintenance.

**Department:**

Outreach Education & Special Services: Customer Research.

***Desired Qualifications and/or Skills:***

Must be able to use all technology and equipment associated with the customer research process, work effectively with Foundation employees as a team member and lift up to 30 lbs. Knowledge and experience with Microsoft Office suite including Excel and Access a plus.

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**Intern Title: History Intern (Gallery Docent)**

**Intern Duties:**

- Provide historical interpretation within one of our two gallery museums in order for visitors to receive an enhanced educational experience.
- Provide visitors with interactive experiences and historical content using museum gallery exhibits as appropriate.
- Work in professional dress appropriate to assigned duties.
- Respond to emergency situations as trained.
- Maintain interactive gallery exhibits as instructed.
- Work effectively with Interpretive Services and Visitor Services staff to provide a quality visitor experience consistent with the Foundation's mission.
- Maintain time and attendance records on a daily basis.

**There are four docent positions for learning focus:**

1. Gallery Interpreter (Jamestown Settlement & American Revolution Museum at Yorktown)
2. Gallery Tour Guide (Jamestown Settlement Currently Only)
3. Outdoor Gallery Tour Guide (Jamestown Settlement Currently Only)
4. Non-costumed Interpretive Station/NCIS (Jamestown Settlement and American Revolution Museum at Yorktown)

**Department:**

Outreach Education & Special Services: Office of Volunteer Services and Visitor Services.

***Desired Qualifications and/or Skills:***

- Good public contact skills and speaking ability.
  - Good customer services skills with internal and external customers.
  - Desire to learn history and interest in sharing knowledge with the public.
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**Intern Title: Horticultural Assistant****Intern Duties:**

Interns will gain knowledge of the native and non-native plants used in the landscaping and colonial gardens of our living-history museums, Jamestown Settlement and American Revolution Museum at Yorktown by assisting the Grounds and Landscaping Specialist Leader. Interns will be involved in the planting, maintenance, care, and design of the grounds and the native American Indian and colonial gardens. Students may be asked to work on a special project, or are encouraged to pursue a related research project independently. Proper growing cycles and horticultural studies will be implemented during the course of the internship. Students will be required to work effectively in a team setting as well as independently to provide a quality visitor experience consistent with the Foundation's mission.

**Department:**

Museum Services, Facilities Maintenance: Grounds and Landscaping.  
This intern could be deployed to all three facilities.

***Desired Qualifications and/or Skills:***

Good personal and public communication skills and the desire to learn. Students studying plant biology, horticulture, agriculture, ecology, or a similar degree would best benefit from this internship's purpose. Must be able to tolerate all weather conditions, heavy physical work-load environment, and frequent exposure to insects. Must be able to comply with Foundation, State, and OSHA safety guidelines. Must be able to lift 50 lbs. Must be available to work early morning shifts since most site work is done prior to open business hours.

***Additional Training and Required Skills:***

Training on how to operate and maintain tools, equipment, and vehicles used for related activities. Work in appropriate dress to be able to carry out assigned duties safely. Perform tasks in accordance with all safety guidelines and procedures. Trained and issued use of Personal Protective Equipment at all times. Throughout the course of the internship, students may be asked to complete plant identification and recall required caretaking procedures.

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**Intern Title: Information Technology Intern****Intern Duties:**

Support information technology throughout Jamestown-Yorktown Foundation. Install operating software on new computers; set up computer work stations; connect peripherals to work stations as assigned and/or directed.

**Department:**

Administration & Finance: Information Technology.

This intern could be deployed to all three facilities: Jamestown Settlement, Central Support Complex, or American Revolution Museum at Yorktown.

***Desired Qualifications and/or Skills:***

General knowledge of personal computers, both hardware and software; ability to replace or add hardware components; ability to navigate in both Windows and DOS environments; ability to install and uninstall software packages and patches.

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**Intern Title: Interpretive Services**

**Intern Duties:**

Provide historical interpretation in one of our five interpretive sites so visitors receive a quality educational experience. Greet, orient, and assist visitors with information regarding museum programs, area attractions, and services. Perform specific activities and assist with hands-on demonstrations related to that particular interpretive site. Through special request, interns have the potential to complete an independent research project under the guidance of museum staff.

**Department:**

Museum Operations and Education: Museum Education Services, Interpretive Services.

Positions are available in five different interpretive areas at both Jamestown Settlement and American Revolution Museum at Yorktown.

***Desired Qualifications and/or Skills:***

Good public contact skills and the desire to learn. Must be able to tolerate all weather conditions, smoke from fires and frequent encounters with insects and/or small wildlife.

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**Intern Title: Marketing Intern**

**Intern Duties:**

Assist the Jamestown-Yorktown Foundation sales and promotions team with a variety of sales and marketing activities at Jamestown Settlement, American Revolution Museum at Yorktown, and within the Mid-Atlantic region to increase paid admissions and build awareness of Jamestown Settlement and American Revolution Museum at Yorktown.

Interns may also provide support assisting as a Media Relations Assistant by photographing museum activities for social media use, uploading approved images to the website, managing the image filing system, posting approved text on the internet, monitoring social media sites, and help coordinate responses to public inquiries.

**Principal Job Functions:**

Work closely with the sales and promotions team to maintain public and visitor awareness. May assist with telemarketing, sales missions, exhibits and trade shows, familiarization tours, clerical duties, zip code analysis, image files, volunteer coordination, website updates, direct mail, marketing programs and special events in all market segments as needed.

**Department:**

Marketing & Retail Operations Department (physical location is Jamestown Settlement).

***Desired Qualifications and/or Skills:***

Good interpersonal skills, detail-oriented, good research skills and the ability to work independently. Ability to use internet responsibly and web page experience are a plus. Basic orientation to JYF and specific training on project objectives provided.

## **Intern Title: On-Site Education Intern**

### **Intern Duties:**

Learn and apply museum education methodology. Teach in a museum setting. Assist in program development by organizing historical content into engaging learning experiences for students of all ages. Gain practical experience in dealing with the education field trip audience. Assist with various projects in support of on-site education. Work effectively with On-site Education staff to provide a quality visitor experience consistent with the Foundation's mission.

### **Department:**

Outreach Education and Special Services: Museum Education Services, On-Site Education.

### ***Desired qualifications and/or skills:***

Upper division or recent post-graduate college student majoring in education preferred. Excellent oral and written communication skills. Must enjoy public speaking and have an avid interest in American history. Should be able to dedicate time for training early in the semester. If applying for the summer semester, please be aware that you may be scheduled to work weekends and some holidays.

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## **Intern Title: Graphic Design Intern**

### **Intern Duties:**

Provide design support of exhibits of the Jamestown-Yorktown Foundation  
Provide graphic design services-signage, brochures posters, banners and exhibits text panels. Assist in installing graphic signage and other related exhibit installations activities.

### **Department:**

Exhibits and Development

### ***Desired Qualification and/or skills:***

Good communication skills and the desire to learn. Ability to apply critique, learn and rework to meet museum needs. Creative Suites, Microsoft and

### **Commitment:**

At least one 4 hour shift per week. Specific schedule as arranged with Site/Area Supervisor or through coordinated efforts Volunteer Services. Minimum of three months