

Conococheague Institute Museum
Museum, Library, & Gardens
12995 Bain Road
Mercersburg, PA 17236

P: 717.328.2800
www.cimlg.org



2024 Part Time Summer Intern Position \$15 per her (max of 20 hours per week)
Visitor Experience Team Member: Programs, Exhibits, Environment, Non-Profit Organization
Flexible Schedule (primarily Thursday-Saturday)

The Conococheague Institute seeks an energetic and dynamic person to serve as a Visitor Experience Team Member Intern.

In addition to its popular 18th century homestead and museums, CI's 30 acres includes meadows, gardens, wetlands and an early succession woodlot. The Welsh Run stream runs through this area. As a partner of the Chesapeake Bay Foundation we aim to restore the health of this riparian stream buffer, remove invasive species, study the biodiversity and continue to replant native species.

This position will help encourage a passion for nonprofit management, historic museums, natural conservation and provide experience in these careers fields.

Due to the flexible nature of our site, the internship job duties will reflect the skill set of the successful candidate. No two internships will be alike.

In this position you will be involved in a diverse range of duties to ensure the CI programs and operations are an incredible experience for our visitors. **Job duties may include (but are not limited too):**

Public History

- Cleaning and maintenance of the Cabins and items inside to present a clean display to the public
- Present Daily life Interpretation to Visitors
- Able or willing to learn Historic skills such as cooking, carpentry, sewing etc
- Stay active in down time by practicing Historical accurate crafts for CI's use
- Maintain garden through planting, watering, weeding, pruning, mulching, and other outdoors tasks as necessary

Natural Conservation

- Service and maintain gardens, flower beds and orchards across our 30 acre site
- Assist in nature themed programs (including bird walks, medicinal plants and early childhood crafts)
- Assist in executing CI's woodlot management plan
- Remove invasive species
- Assess health conditions of the trees and stream
- Engage with the public in conservation educational programs
- Promote CI's natural trails and aspects through it's social media

Program Development

- Works with the Director to develop, produce, and analyze exhibition-related programming, educational materials, and didactics
- Provides information and assistance to the Director to develop communications and marketing materials and strategies regarding exhibitions and programs

Visitor Services

- How to interpret static exhibits to the public
- Best practices for an organized museum
- Greeting Guests to the Site in a warm and engaging manner
- Accepting payments for admissions and gift shop
- Answering questions from museum guests
- General customer service
- Maintaining the cleanliness and appearance of the Visitor Center and bathrooms
- Ensuring a balanced cash drawer and change box
- Staying current of CI's activities and informing guests of upcoming events and programs

Curatorial

- Assist in the sorting of CI's artifact backlogs
- Accessioning, researching and preserving a diverse range of artifacts ranging from 12,000 B.C.E lithics to 19th Century Textiles
- Participate in the Development of new exhibits at CI

Public Relations

- Write articles or blogs for Summer Newsletter about your experiences.
- Social Media posts/Virtual programs on our programs and exhibit updates

Workplace Training

To prepare you for a long career, CI will provide High School interns with practical workplace training (ranging from fire safety, budget analysis and public speaking).

Supervision: The Visitor Experience Team Member reports to the Executive Director and Visitor Experience Facilitator but is expected to be aware of job objectives and responsibilities, be able to perform tasks without ongoing supervision and with the highest standards of integrity.

To apply, submit a cover letter and resume to the Conococheague Institute, or contact us for more details.

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Matthew Wedd

Executive Director, The Conococheague Institute

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