

# Gammelgården Spring/Summer Intern Job Description

## Position:

The Spring/Summer intern gains skills in the management of a small museum. The individual chosen for the role is on site during the open season as a staff person able to be helpful in any role/position.

## Responsibilities

With the Museum Director, the intern:

- Attends and participates in the monthly staff planning meetings as possible (January through April).
- Meets weekly during the open season (starting on May 1<sup>st</sup>) with the Director to review the week's activities, the next seasonal event, and progress on the intern's special project.
- Plans a project appropriate to the museum's seasonal theme and the gifts/interests of the intern. This also includes a timeline, means for evaluation, and a public presentation.
- Completes tour guide training and is a seasonal tour guide.
- Is included in choosing merchandise for the Butik.
- Is familiar with the operation of the Butik and fills in as needed.
- Works with other staff members to help create their special programs; assists with those programs as asked/needed (especially Children's Programs).
- Is onsite Wednesday to help with the Scandia Farmers Market from 2:30-7:00 p.m.
- Is onsite Thursday each week and 2 weekends (Friday–Sunday) per month.
- Welcomes guests and gives tours from 10:00 a.m. – 4:00 p.m.
- Does other tasks as assigned by the Director or Butik Manager.

## Helpful Characteristics and Attitudes

- A love of Gammelgården Museum of Scandia and its mission to “Preserve, present, and promote Swedish immigrant heritage.”
- An understanding that Gammelgården is known nationally and internationally, and is a point of destination for tourists of all ages.
- An understanding that this position pays an honorarium, not a living wage.
- An understanding that annual events are intended to be true to the Swedish culture for the guests (e.g., food, decorations, entertainment) and a real significant source of funding for Gammelgården.
- The ability to be flexible, use good judgment, and facilitate good customer base/relations for the museum and events. Grace under pressure helps.
- Be alert to ways to improve Gammelgården's programs, events, and facilities.
- Be recognized in the community as a person of leadership with Gammelgården.
- Help raise awareness in the community of Gammelgården.
- Complement other Swedish heritage groups (rather than compete with them and their mission/programs).

## Compensation

- Annual honorarium of \$4,000.
- Social Security paid by Gammelgården.
- Workman's Compensation paid through Gammelgården.
- No health or retirement benefits.
- Annual review with a Board member and Director.

## Success benchmarks

Other annual goals/projects/events established with the Director and Board of Directors.