



OAK SPRING

GARDEN FOUNDATION

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SUMMER INTERNSHIP OPPORTUNITIES

The Oak Spring Garden Foundation (OSGF) is a 501(c)3 private operating foundation based on a 700-acre estate in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon's home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit www.osgf.org.

The Oak Spring Garden Foundation (OSGF) seeks summer interns to join the following teams at Oak Spring near Upperville, Virginia: Arboriculture, Conservation and Landscape (ACL) Team, Biodiversity Conservation Team (BCT), Biocultural Conservation Farm Team (BCCF), Education and Outreach Team, Garden Library and the Culinary and Hospitality Team. Opportunities are available from May-early June through August-early September, depending on the availability of the successful applicants.

Schedule:	May-early June through August-early September 2024 - depending on the availability of the successful applicant. Monday through Friday (40 hours a week), with some flexibility in hours to facilitate participating in programmatic activities during evenings and weekends.
Accommodation	Accommodations are limited and may be available for applicants who live beyond a reasonable drive to Oak Spring.
Location:	Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town. Having access to a car is desirable, but not essential.
Working Conditions:	Must be flexible and willing to work in a variety of settings, including outside in the Virginia summer, and occasional evenings and weekends.
Pay Rate:	These are full-time, fixed term positions - 40 hours a week - salary is \$20.00 per hour. Paid holidays are provided.
To Apply:	Please email a resume, cover letter outlining your qualifications for the position including the names and contact details of three professional references to hr@osgf.org with the subject line "Summer Internships – your name and the internship for which you are applying - 2024" . We will begin reviewing applications Friday, February 23, 2024 and will continue until the positions are filled.

Summary of Positions and Responsibilities:

Arboriculture, Conservation and Landscape Summer Intern - The Oak Spring Garden Foundation (OSGF) is seeking one Arboriculture, Conservation and Landscape Intern. The position is both indoor and outdoor and may involve close liaison with the Communications Team and the Biodiversity Conservation Team. Experience with invasive plant species control, landscape maintenance, arboriculture, and/or turf grass management is preferred. Proficiency in Microsoft Word, Excel, and PowerPoint is required. Familiarity with GIS software (preferably ESRI ArcGIS Pro and Field Maps app) and the use of GPS devices, digital cameras, and natural history applications like iNaturalist would be an advantage.

Biodiversity Conservation Team - Insect Monitoring and Collections Intern

OSGF is seeking one intern who will collect and process standardized insect samples as part of several short- and long-term research projects. The work will involve collecting insects from the field using aerial nets and Malaise, vane, and bowl traps, and counting insects on standardized walks. The intern will assist in identifying and counting both living insects in the field, preparing preserved insects in the lab for accession into the OSGF's insect collection, and measuring insect biomass from traps. The ideal candidate has basic insect preservation experience, either through school or personal collections, and is willing to learn more advanced techniques. The selected applicant will be also be responsible for accurate record keeping, including maintaining documentation with each specimen and data entry.

This internship is part of a multi-skilled team of conservation professionals and apprentices engaging in multiple restoration and research projects across the OSGF property. While the intern can expect to spend the majority of their time collecting and processing insect specimens, they will regularly (1-2 days a week) assist with other team projects. These include other collection tasks (e.g., processing herbarium, arboretum, or photography collection specimens and data), habitat management (e.g. removing invasive plants, weeding the wildlife garden, removing tree tubes), avian predator projects (e.g., prey abundance surveys, kestrel monitoring and banding), equipment maintenance (e.g. trap installation and repair), GIS data curation (e.g., field point taking), and/or program outreach (e.g. assisting in biodiversity walks, creating social media posts of their experience).

Biocultural Conservation Farm Intern - OSGF is seeking one Biocultural Conservation Farm (BCCF) Intern. The BCCF works closely with the OSGF Chef to supply guests with nourishing farm-to-table meals. Produce grown on the farm also supports a small Community Supported Agriculture ('CSA') program for a 25-week period from May through October. Additionally, the BCCF is committed to reducing food insecurity in our region by donating at least 50% of what is grown on-site to local food banks. The successful candidate will gain experience in small-scale, organic farming with a heavy focus on the production of vegetables as well as heirloom seed crops, dried flowers and plants used for natural dyes, fiber and medicinal herbs. Prior farming experience is not required; however, applicants should have a strong interest in sustainable agriculture. Additionally, applicants should be prepared for the physical demands that come with working on a vegetable farm during the summer months.

Garden Library Intern - OSGF is seeking one or more summer interns to support the Garden Library team in enhancing the discovery and accessibility of its physical collections, which includes rare books, manuscripts, art objects, and materials collected by Rachel Lambert Mellon relating to horticulture, botany, and natural history. The intern(s) will play a key role in transferring existing data to the library's online catalog, as well as improving the usability and standardization of data associated with the collection. We invite current students (and recent graduates) pursuing a bachelor's or

master's degree in library and information science, museum or natural history studies, and art history to apply. Proficiency in computing skills, particularly with Microsoft Office, and the ability to manage and edit large Excel files are essential. Preference will be given to applicants with knowledge of MARC and other descriptive standards.

Education and Outreach Intern - OSGF is seeking one summer intern to support the Education and Outreach Specialist. The main objective of this position is to assist in the preparation, facilitation and clean-up of the various programs curated and directed by the Education + Outreach Specialist. Programs differ on a weekly basis and take place both on-and off-site. This intern will also spend a significant amount of time working on the Biocultural Conservation Farm (BCCF) with the BCCF team – especially when they are not busy with educational programming. An interest in youth education, community outreach as well as food and farming are highly preferred. Applicants should be prepared for work in both indoor and outdoor settings, and have excellent communication and organizational skills.

Culinary Intern - OSGF is seeking one culinary intern to support the Culinary and Hospitality Team with the preparation and execution of meals for visiting guests. OSGF provides short- and long-term guests with seasonal, sustainably sourced, farm-to-table meals during their stay. The successful candidate will gain knowledge and hands-on experience in all aspects of kitchen operation including professional cooking techniques, butchering, baking, preserving and more. The position will work directly with OSGF's Chef to prepare family style and multicourse plated meals, as well as larger catered events. Experience in a commercial kitchen or culinary education and interest in Appalachian foodways are preferred.

These positions will report to the department heads of the relevant teams and will involve working closely with external partners and other OSGF staff across the 700-acre estate comprised of the Rokeby Farm and the Little Oak Spring tracts.

Qualifications

- Undergraduate degree completed or in progress from an accredited academic institution or minimum of two-years' relevant experience. Local high school students with a driver's license and reliable transportation are also encouraged to apply.
- Ability to meet the physical requirements of bending, standing for long periods of time, lifting at least 50 pounds, handling wildlife, stretching, working with sharp objects, and undertake monitoring and surveys outdoors year-round.
- Comfortable working outside, in varied weather conditions (including extreme heat and cold; and exposure to stinging and biting insects and animals) in a rural setting.
- Must be able to legally work in the United States.
- Must have a valid driver's license. Position may require operation of an OSGF vehicle or farm machinery.
- Must have reliable transportation to and from OSGF daily.

Skills and Knowledge

- Must be able to work independently and also as a part of a team.
- Good time-management and organizational skills.
- Strong oral communication skills with the ability to communicate effectively, and with empathy, with staff, residents, guests and the public.

- Strong commitment to fostering a respectful, culturally-diverse and inclusive work environment.
- Strong commitment to sustainability and ethical environmental stewardship.
- Strong commitment to the obligations of a private operating foundation to deliver public benefits, to make a positive public contribution and to work for a better society.

To Apply

Please email a resume, cover letter and the names and contact details of three professional references to hr@osgf.org with the subject line “Summer Internships – *your name and the internship for which you are applying* - 2024”. We will begin reviewing applications Friday, February 23, 2024 and will continue until the positions are filled.

Start Date

These positions are available to be filled from May 1st through June 15th depending on the availability of the successful applicant.

Oak Spring Garden Foundation is an equal opportunity organization and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.