



**OAK SPRING GARDEN FOUNDATION
SUMMER INTERNSHIP 2018**

**EXHIBIT DEVELOPMENT INTERN:
THE ART, HISTORY, AND SCIENCE OF PLANTS**

Position Overview:

Schedule:	Three months, full-time beginning with a half-day at 12pm on Friday, June 1 st . If the internship must be cut short, a pro-rated amount will be paid for abbreviated months.
Location:	Upperville, VA (housing provided, if needed); 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.
Payment:	Monthly stipend of \$2,000 (taxable) and will be provided with self-catering accommodation on the Oak Spring Estate (if needed).
Closing Date:	Applications should be received by Sunday, March 25 th , 2018

OSGF is engaged in a major initiative to research and share our Library collections. This intern will project manage the development of a physical traveling exhibit potentially including facsimiles of original works in the Library, as well as a companion online exhibit of the digitized versions of these works. The physical traveling exhibit is projected to become a part of the Virginia Museum of Fine Art's (VMFA's) traveling exhibit program, where exhibits associated materials travel to schools and community groups around the Commonwealth of Virginia.

The intern will have the opportunity and responsibility to familiarize her/himself with materials in the Oak Spring Garden Library. Both the physical and digital exhibits will tell interesting stories with strong educational components, including plant/garden/landscape-based topics. S/he will consult with the Virginia Museum of Fine Art, staff in the Oak Spring Garden Library, and others to develop the content and buildout of the exhibit.

Her/his primary tasks will be to:

- Utilize a previously produced report on the Library's collection to develop an original exhibit. To do so, the intern will consult with staff and external partners to:
 - conduct additional research to develop a list of physical materials from the Oak Spring Garden Library that are available for the exhibit,
 - create an interpretive plan that creates a clear storyline that is appropriate for elementary and high school audiences (and potentially broader audiences), and
 - write clear and engaging label copy.
- Facilitate the digitization and replication of original materials while tracking the project budget.
- Plan and develop the online representation of the exhibit, most likely posted on the Google Cultural Institute. View our current page and exhibits at: <https://www.google.com/culturalinstitute/beta/partner/oak-spring-garden-foundation>.

Qualifications:

- Current student pursuing a bachelor's or master's degree in museum studies, English, art history, education, or a related field.
- Strong interest in curating museum-quality exhibits, especially those with an educational focus. Experience in this field a plus.
- Strong writing, editing, and communication skills.
- Basic background knowledge of plants, gardens, and landscapes.
- Strong project management skills with the ability to work and facilitate across teams.
- Proficient in computing, including Microsoft Office.
- Highly motivated and capable of acting as a self-starter.
- A strong commitment to taking initiative and moving projects forward quickly, and in substantial and meaningful ways.

Supervision will be shared between the OSGF Librarian and an experienced exhibit developer, with oversight from the OSGF Program Officer.

To be considered for this internship, please send a cover letter, resume, and one to two writing samples to programs@osgf.org with the position title in the subject.

The Oak Spring Garden Foundation is a private operating foundation based 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.