



SUMMER INTERNSHIP 2019

Library Research, Outreach, and Communications Intern

The Oak Spring Garden Foundation (OSGF) is a 501(c)3 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.

The Oak Spring Garden Foundation (OSGF) is accepting applications for the Library Research, Outreach, and Communications position that advance the mission of the Foundation. The position(s) will have the following structure:

Schedule:	Three months, full-time beginning in May/June 2019.
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:	\$11.50/hour (taxable) and employee will be provided with a private bedroom and self-catering accommodation on the Oak Spring Estate (if needed).
Closing Date:	Applications should be received by midnight Sunday, March 24 th , 2019 (Position is open until filled)

Summary of Position:

OSGF is engaged in a major initiative to research and share our Library collections. The selected Intern, working with the Head Librarian and Program Officer, will be based in the Oak Spring Garden Library and tasked to research specific parts of the collection and translate that research into captivating outreach material in various formats. One especially important product will be a traveling exhibit that will include facsimiles of original works from the Library collection, as well as a companion online exhibit of the digitized versions of these works.

The intern will have the opportunity and responsibility to familiarize her/himself with materials in the Oak Spring Garden Library.

Responsibilities:

- Produce engaging Library-related content for the OSGF social media and online accounts.
- Research 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);
 - write clear and engaging label copy; and
 - gather lessons learned and model the exhibit developed in 2018 (view that exhibit here: <https://www.osgf.org/sharing-our-collection-with-virginia-schools>)
- 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>.
- Support other Library-related activities, such as management of our collection management and database system, as assigned.

Qualifications:

- Current student (or recent graduate) 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. 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.

Working Conditions:

Position is indoor desk work.

To Apply:

To be considered for this position, please send a cover letter, resume and any additional material that relates to the proposal (not to exceed three pages in length) to hr@osgf.org with the position title and your name in the subject line. The deadline to apply is midnight on Sunday, March 24th, however, interviews will be conducted on a rolling basis and the position will be open until filled.

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