

Interpretive Exhibits Intern

Reports to: Interpretation and Exhibits Program Manager

FLSA: Hourly, non-exempt

Pay Rate: \$15.75/Hour

Summary: The Interpretive Exhibits Intern plays a major role contributing to our robust live interpretation throughout the Gardens. Working with the Education Department and volunteers, this position staffs the Gardens' Native Butterfly House exhibit, Learning Apiary, and Native Bee Exhibit, providing live interpretation for visitors. This position also assists with the rearing and care of the animals and plants in each exhibit, including caterpillar rearing, beehive monitoring, and garden maintenance. In addition, this position provides hands-on experience in a wide variety of educational programming at the Gardens, including helping with adult classes, daily activities in the Children's Garden, and supporting assessment of live interpretive exhibits in the Gardens.

This internship prepares college students to enter the field of environmental or museum education by providing hands-on experience with interpretation, informal education, classes, and demonstrations in a public garden setting. In particular, the intern in this position will immerse themselves in our Butterfly House and Learning Apiary, taking care of live specimens, interacting with visitors, and providing informal education to the public. This internship allows students to learn how the Education Department leverages the incredible resource that is our landscape and gardens for a wide variety of learning modes and settings to serve our diverse customer and visitor base.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Learn the art and science of live interpretation in a public setting while supporting the development and maintenance of the Butterfly House and Learning Apiary exhibits.
- Support volunteer docents in the Butterfly House and Learning Apiary by assisting with volunteer training, development, and schedule management as needed.
- Assist with assessment surveys for all live interpretation through public interviews, followed by data entry.
- Support additional interpretive experiences such as our Discovery Cart, Native Bee exhibit, and docent training and support.
- Support daily informal educational activities in the Bibby and Harold Alfond Children's Garden and adult classes as needed.
- Gain experience in all aspects of coordinating a busy education department.
- Learn and deliver best practices in customer service.

Qualifications:

- Must enjoy and be comfortable interacting with the public.
- Solid organizational skills.
- An interest in environmental issues, plants, nature and the outdoors, and a desire to learn more about the role of education in a public garden and museum setting.
- Some coursework/experience in the field of education or the natural sciences is preferred.
- Experience using databases and spreadsheets is preferred.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Accessibility) principles into CMBG's internal operations and its relationships with visitors and guests.

Work schedule:

40 hours/week, approximately mid-May to late August, with at least one day of the workweek a weekend day. Flexible start and end date. Hourly rate is \$15.75/hour.

Physical and environmental factors:

This is an active job, requiring walking, standing, kneeling, squatting, bending, and reaching, up to eight hours at a time. Work is performed both indoors and outdoors, often in inclement weather (hot, cold, wet). The work requires standard visual acuity.

Review of applications begins **February 10, 2023**, e-mail cover letter, resume and references to: Vanessa Nesvig, Interpretation and Exhibits Program Manager @ vnesvig@mainegardens.org.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).