

Internship: 18th Century Market Fair at Locust Grove

For: Undergraduate and Graduate Students and recent graduates

Begins August 15, 2018 and ends November 7, 2018.

Supervisor: Brian Cushing, Program Director

This internship will provide project planning experience and the opportunity to learn about event management at a non-profit museum and historic site. Throughout the course of this internship, the accepted applicant will work hands on with the Program Director on all aspects of preparation, execution, and follow up from the 18th Century Market Fair, a weekend-long program featuring Revolutionary War military re-enactors, along with period food, performers, vendors, and more, which will be held October 27-28, 2018.

This is Locust Grove's largest and most complex interpretive special event and will offer the intern a broad range of experience in the many facets of putting on a special event at an historic site including working with volunteer committees, obtaining permitting through state and local government agencies, volunteer coordination, site preparation, marketing and promotion, budgeting, coordinating with outside consultants and vendors, managing site operations during the event, and following up afterwards.

Total time commitment will be approximately 70 hours, with hours per week increasing as the event gets closer. Preparation work for the event will occur both during the standard business day and some early evenings. During the event weekend, October 26-28, this will involve 10-12 hour days.

An internship stipend of \$600 will be paid at the end of the internship.

To apply, please email Brian Cushing at bcushing@locustgrove.org with a letter of interest and your resumé. Applications will be accepted through August 15, 2018.