

Public Programs Intern

Reports to: Director of Programming and Engagement

Department: Programming Department

Position Type: Internship

Benefits: Not Eligible

Summary of Position:

Locust Grove is seeking a Public Programs Intern who will help plan Locust Grove's largest event of the year, Gardeners' Fair. The Intern will assist the Program Director in planning and implementing Locust Grove's public programs for our varied audiences. This internship will give students in-depth knowledge and experience in coordinating programming that builds partnerships and deepens community engagement. The Public Program intern will be required to work on certain large events that fall within the dates of their internship. **The Intern must be available to work the weekend of Gardeners' Fair on May 10 – 11, 2025.**

Responsibilities:

- Assist in the planning, development, and implementation of public programs and events, including lectures, workshops, evening programs, and large events.
- Conduct research on historical topics and themes relevant to upcoming programs.
- Collaborate with museum staff to create engaging and educational program content.
- Assist the Program Director with logistical tasks related to program setup, including coordinating equipment, materials, and signage.
- Provide support during program execution, including welcoming visitors, facilitating activities, and addressing participant inquiries.
- Assist with post-event evaluation and feedback collection to assess program effectiveness and visitor satisfaction.
- Assist with administrative tasks as needed, including data entry, filing, and correspondence.

Qualifications:

- College students, junior or above, majoring in history/public history, art/art history, education, hospitality, or a similar degree are encouraged to apply.
- Experience or strong interest in community engagement, public history, museum education, and/or event planning.
- Excellent organizational and time management skills, with the ability to multitask and prioritize tasks effectively.
- Strong verbal and written communication skills.
- Proficiency in Microsoft Office and familiarity with social media platforms.
- Ability to work independently and collaboratively in a fast-paced environment.

- Availability to work flexible hours, including evenings, weekends, and at least one holiday (4th of July), as needed.

Compensation:

Compensation will be \$1,500, to be paid in two installments in the middle (March 7, 2025) and end (May 16, 2025).

Supervision:

This position reports to the Director of Programming and Engagement or other personnel directed by the President/CEO.

About Locust Grove:

Locust Grove is a 1790s historic site and museum set on fifty-five acres in Louisville's east end. It is a National Historic Landmark and an AAM-accredited museum, and was preserved as the final home of Revolutionary War General George Rogers Clark, Louisville's founder. The site tells the story of all the people who lived and worked here, including a large enslaved community, in the early years of the nation, through tours, programs, exhibits, demonstrations, online materials, and publications.

Our Mission:

We preserve and interpret the historic landscape and buildings of Locust Grove, the final home of Louisville's founder George Rogers Clark, and tell the stories of all the individuals who lived and worked here, both free and enslaved, cultivating a deeper understanding of the present through a richer understanding of the past.