Call for Applications:
2020 – 2021 Fauquier High School Internship

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.

OSGF is now accepting applications for a 2020 - 2021 Internship that will advance the mission of the Foundation. The position will have the following requirements and structure:

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<th>Eligibility:</th>
<th>A graduating Senior from Fauquier High School (FHS)</th>
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<tr>
<td>Schedule:</td>
<td>One year full-time beginning ~July 1, 2020 (start date is flexible based on the applicant’s needs)</td>
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<td>Location:</td>
<td>1776 Loughborough Lane, Upperville, VA</td>
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<td>Payment:</td>
<td>Hourly rate of $11.50 (taxable)</td>
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<td>To Apply:</td>
<td>Please complete the short application form here. We will begin reviewing applications in mid-January 2020 and will continue on a rolling basis until the position is filled.</td>
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Summary of Position & Responsibilities:

The selected Intern will rotate between departments that are of interest to her/him over the course of the year-long internship. Responsibilities will vary based on the assigned department(s). Departments and supervisors that the Intern will have the opportunity to learn from and work with are listed on the attached pages. We are committed to providing a well-rounded learning opportunity to one Intern that is eager to learn from some of our staff members.

Qualifications, Skills, and Knowledge:
- Excellent time-management, communication and organizational skills.
- Dependable and collaborative team player.
- Interest and flexibility in gaining diverse experiences at a non-profit organization dedicated to plants, gardens, and landscapes.
Working Conditions: Position may be indoors or outdoors as preferred by the candidate.

Jackie Wong – Director of Finance, Personnel, and Administration

Jackie and Kathy oversee the administrative work related to human resources, accounting, the President’s calendar, and other office duties. Thinking about doing desk work or administration at a non-profit or other organization? The Administration team will provide great exposure to this world.

Kathy Olimpi – Special Assistant to the President

Max Smith – Head of Communications

Max runs Oak Spring’s website, social media, newsletter, video studio, and other communication projects. Working with Max means you’ll help craft media that explains Oak Spring’s work.

Danielle Eady – Program and Administrative Assistant

Interns that work with Danielle will be involved in the non-profit operations at Oak Spring, including the Residency program for artists, researchers, and writers that visit Oak Spring.
Judy Zatsick – Head of Horticulture/Gardens

Judy’s team oversees the conservation and restoration of Bunny Mellon’s formal gardens and greenhouses. This Washington Post article (June 2019) is an interesting primer to understanding her and her team’s work. Intern will gain practical hands-on horticulture experience in formal gardens, greenhouses and natural area settings.

Christine Harris – Farm Manager: Bio-Cultural Conservation Farm (BCCF)

Christine oversees the BCCF, which grows heirloom vegetables and fruits that have a history in the Virginia Piedmont. To find out more about the Farm, visit: www.osgf.org/bccf.

TJ Sherman – Project Development Coordinator

TJ oversees special projects at Oak Spring that relate mostly to conservation at Oak Spring, as well as facilities-related projects. Working with TJ might include both desk and outdoor work that likely relates to conservation projects at Oak Spring.

Clif Brown – Head of Arboriculture, Conservation, and Landscapes

Clif’s team oversees the maintenance of the landscapes—everything from mowing the fields to reforesting the landscape—all in support of conserving Oak Spring’s 700-acres of land.
Tony Willis – Head Librarian

Tony runs the Oak Spring Garden Library, which is dedicated to preserving and sharing Bunny Mellon’s collection of rare and modern books relating to plants, gardens, and landscapes.

Angie Ritterpusch – Head of Events and Guest Services

Angie oversees hospitality and events at Oak Spring. Interns working with her team will gain experience in event planning and execution.

Skip Glascock – Head of Facilities and Maintenance

Skip’s team maintains Oak Spring’s historic facilities and covers vocational work such as masonry, woodworking, electrical, and plumbing.