Oak Spring Garden Foundation is now accepting applications for a 2020 - 2021 year-long paid apprenticeship for a recent graduate of a Fauquier County High School. Oak Spring staff work across multiple career fields, and come from a wide variety of backgrounds. The selected apprentice will be able to work in the department(s) that are of interest to them over the course of the year. Responsibilities will vary based on the assigned department(s).

This position is ideally suited to recent graduates from Fauquier County with a passion for plants, gardens and landscapes, or other aspects of Oak Spring’s programs or operations who are looking to gain valuable work experience, and a clearer sense of the career they would like to pursue before delving into further education, or a specific area of work. Departments and supervisors that are potentially available are listed on the attached pages.

### Eligibility:
A graduating Senior from a Fauquier County High School

### Schedule:
One full year full-time (40 hours/week) beginning summer 2020.

### Location:
Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town.

### Payment:
$11.50/hour, paid on a bi-weekly basis.

### To Apply:
Please complete this short application form here. We will begin reviewing applications in early April and will continue until the position is filled.

### Summary of the Position and Responsibilities:
The year-long apprentice will be responsible for working with designated OSGF staff members within one of our department areas. The successful applicant can either choose to stay within one department for the duration of their time at Oak Spring or to rotate throughout a small number of our departments. This opportunity will be particularly useful for a motivated and energetic recent graduate. For more information about our mission and work, please visit www.osgf.org

### Qualifications, Skills and Knowledge:
- Excellent time-management, communication and organizational skills;
- Dependable and collaborative team player;
- Ability to work outdoors for 8 hours at a time, and lift at least 50 pounds;
- Willingness to do repetitive tasks at times.
The Oak Spring Garden, LLC is an equal opportunity employer. All applicants will be considered for employment without attention to race, religion, color, national origin, gender, age, sex, gender identity, veteran, disability.

Jackie Wong — Director of Finance, Administration and Personnel
Jackie oversees the administrative work related to human resources, accounting, and other office duties. Interns will help with filing, reconciling accounts and credit card receipts. Thinking of going into non-profit administration? This internship will provide a great introduction.

Judy Zatsick — Head Gardener
Judy’s team manages the formal garden at Oak Spring. Interns may have the opportunity to gain practical, hands-on experience in formal gardening and horticulture while assisting with tasks like weeding, mulching, raking, and planting in the garden areas.

Max Smith — Head of Communications
Max runs Oak Spring’s website, social media, newsletter, video studio and other communication projects. Working with Max means that you will help to craft media that explains Oak Spring’s work. This may include helping to write a staff newsletter, taking photos of events, and pitching ideas for blog posts and social media content.

Danielle Eady — Program and Administrative Associate
Danielle runs Oak Spring’s residency programs. Working with Danielle, interns will have the opportunity to help vet applications for Oak Spring’s artist, scholar, and scientist residency programs, and assist the residency facilitator with making resident’s time at Oak Spring comfortable and enjoyable.
Clifton Brown — Head of Arboriculture, Conservation and Landscapes
Cliff manages Oak Spring’s various landscape projects — from tree care to trail maintenance and pruning. Interns working with Cliff will help with tree planting, exterior building maintenance, fence upkeep, invasive species removal, watering, and establishing paths.

TJ Sherman — Head of Project Management and Planning
TJ oversees capital projects at Oak Spring that relate to the landscape and site overall. Working with TJ might include both desk and outdoor work relating to project management at Oak Spring.

Ronnie Cason — Head of Hospitality
Ronnie is responsible for hospitality at Oak Spring, and helps to make sure that operations related to on-site events, conferences and retreats run smoothly. Interns working with Ronnie will be able to assist with meal prep, events and catering.

Christine Harris — Farm Manager
Christine oversees Oak Spring’s Biocultural Conservation Farm (BCCF), which grows vegetables and rears chickens for guests on-site and local food banks. Interns working with Christine will be able to learn more about sustainable food and agricultural practices, while helping with watering, weeding, harvesting, and pest management.
Tony Willis — Head Librarian
Tony runs the Oak Spring Garden Library, which is dedicated to sharing Bunny Mellon’s collection of rare and modern books related to plants, gardens and landscapes. Interns in the library may have the opportunity to assist the library in our efforts to catalogue our books and digital images.

Skip Glascock — Head of Facilities and Infrastructure
Skip manages all of Oak Spring’s infrastructural projects, which includes renovating and maintain houses, and facilities on the farm, in the garden and on the landscape. Interns working with Skip’s team will be able to learn valuable skills in stone masonry, carpentry, construction, and electrical work.