Internship Posting:  
Curatorial & Educational Project Assistant  
Chesterwood  
4 Williamsville Road, Stockbridge, MA  
Summer 2020  
Unpaid

PROJECT SUMMARY

Chesterwood, the home, studio and gardens of Lincoln Memorial sculptor Daniel Chester French, and a site of the National Trust for Historic Preservation, seeks an intern for their summer 2020 season. Local and regional college students with an interest in art history, art education, contemporary sculpture, communications/publicity and historic site operations are encouraged to apply.

Chesterwood has been open to the public as a historic site for over 50 years. Daniel Chester French’s daughter, Margaret French Cresson, deeded the property and its belongings to the National Trust for Historic Preservation in 1969. Chesterwood’s mission is to preserve the legacy of French, America’s foremost sculptor of public monuments, and to champion the work of contemporary artists by hosting artists residencies and outdoor sculpture exhibitions. The property spans 122 acres and includes French’s custom-built studio (1897) and main residence (1900), as well as French-designed formal gardens and woodland paths. The property and buildings are open to the public for touring from late May to the end of October.

Chesterwood seeks an intern to work with the Executive Director and Curatorial Researcher to develop and execute a new educational project to engage our audience with 3 special exhibitions on view in the 2020 season. There will be two contemporary exhibitions on the grounds and one exhibition integrated into the historic public rooms of the residence. This position would also provide support and programming for the permanent collections’ gallery which highlights selections from the Chesterwood painting and sculpture collections.

The period of the internship would be from approximately June 1 to August 28, for approximately 35 hours per week (some flexibility dates and hours can be accommodated).

DUTIES

This intern will work with the Executive Director and the Curatorial Researcher to support both the temporary and permanent exhibitions program. This includes assisting with the installation and care of objects, organizing the public opening reception, and the development and implementation of programming around the 3 exhibitions to be on view during the 2020 season. The intern will research each artist to create specific programming to educate our visitors and tour guides to enhance their experience of each exhibition. The programming schedule will range depending on the exhibit and could include a scavenger hunt for children, a weekly rotating walking tour of each exhibit or a specific activity that interacts with the exhibit. The intern will work with the Marketing Manager to develop content about the exhibitions on Chesterwood’s website, newsletter and social media posts and to promote the programming each week. The intern will also support the artist-in-residency program.
EDUCATIONAL VALUE
The intern will gain experience under the mentorship of museum/preservation professionals in an educational setting at one of the nation’s premier historic house museums. The intern will also have the opportunity to participate in educational programming offered via the National Trust for Historic Preservation’s Washington Office internship program. Students may also be eligible for college or graduate school academic credit at the discretion of their institution.

QUALIFICATIONS
- Undergraduate or graduate student majoring in art, art history, art education, communications, history, and/or historic preservation. Postgraduate students are also welcome to apply.
- Regular attendance 5 days a week (some weekend days may apply occasionally)
- Ability to work independently, set priorities, meet deadlines, and manage a number of concurrent projects in a timely and efficient manner.
- Excellent attention to detail.
- Proficiency with Microsoft Office products required. Digital photography and familiarity with social media and use of digital media required.
- Basic analytical and problem-solving skills, including issue identification and prioritization.
- Ability to collaborate and achieve results with supervision, including ability to interact professionally with key internal and external stakeholders as needed. Public contact and ability to work successfully in close proximity to others required.
- Strong organizational skills required, with ability to prioritize, multi-task efficiently, and meet deadlines in a timely fashion
- Ability to adapt and be flexible in a dynamic work environment. Ability to work effectively with frequent interruptions required. Able to handle frequently changing and/or unscheduled tasks with accuracy.
- Strong verbal and written communication skills. Friendly and professional demeanor on the phone and in writing.
- Must own or have access to a car. (Chesterwood is a relatively rural site.)
- Candidates will be expected to provide their own housing.

Please submit a cover letter and resume to Margaret Cherin, Manager of Marketing and Business Operations at mcherin@savingplaces.org. After review, candidates will be contacted directly for references and to schedule an interview.