Esta Barrett
MANOR & GARDENS

Summer Internship

Position Overview

Esta Barrett Manor & Gardens seeks an onsite intern to assist the executive director during the summer semester in a variety of curatorial, educational, and research activities. The internship program is intended for students in their final years of undergraduate study, for recently graduated students, or for those in a graduate degree program.

About Esta Barrett Manor & Gardens

Esta Barett Manor & Gardens is an example of a country home and farm, a rural retreat from the city that was popular among wealthy families during the late nineteenth into the twentieth century. The stately home was built in 1917 and designed by Rockford architect, Charles W. Bradley, and landscape gardener, O. C. Simonds. The historic site is listed on the National Register of Historic Places and stands majestically above the Rock and Kishwaukee rivers in Rockford, Illinois.

Position Details

Collections:	Learn about the variety of artifacts in the collections. Work to inventory, catalog, photograph, and create data entries in the collections database, PastPerfect.
Public Tours:	Learn the public tour content. Engage visitors by accurately and enthusiastically delivering the public tour to guests of all ages.
Research:	Research and write content relating to an area of history relevant to the mission of Esta Barrett Manor & Gardens. (Research topics are to be selected in consultation with the executive director.)

Qualifications

- Available to U.S. citizens currently enrolled as a student at a college or university; recent college graduates may apply (within six months of graduating).
- Must have an interest in history, historic sites, and sharing knowledge with visitors.

Working Schedule and Compensation

The internship requires 22.5 hours weekly (three days a week) and eight weeks of service. Summer internships can occur in any eight-week period between late May and late August. There is some flexibility in the days of the week, however, availability on Fridays and the fourth Saturday of the month is required.

- **Stipend of $3,000.00, payable in installments.**

Worksite Requirements

The physical demands and work environment characteristics described here are representative of those that must be met by an intern to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: In the work environment described below, the position requires working at a desk and using a computer for prolonged periods of time and good eye/hand coordination. The position also requires verbal and written conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 10 pounds. Vision abilities required by the job include close vision. Work may occur in both hot and cold temperatures.

Work Environment: The majority of work will be performed in a multi-level work area over 20-acres of property. The historic buildings are not accessible to those with impaired mobility.

Training & Orientation Provided

The intern supervisor will share the history of the site and take the steps needed to educate and mentor the intern in successfully fulfilling their duties throughout the internship. Instructions will be given in artifact handling and using PastPerfect Museum Software to catalog the artifacts in the collection.

Expected Learning Outcomes

- Intern will be able to effectively communicate with the public both formally and informally through speaking, writing, and listening skills.
- Intern will learn to work on a professional team with board members and staff.
- Intern will engage in a research activity for the duration of the internship.
- Intern will learn proper object handling and best practices for working with artifacts.

Non-Discrimination Policy

The Foundation does not discriminate due to age, race, color, religion, sex, sexual orientation, gender identity, national origin or disability when making decisions regarding employment.

Esta Barrett Manor & Gardens is an equal-opportunity employer.

Application Deadline: April 30

How to Apply: Interested applicants should email a cover letter, résumé, and the names and contact information of three references to breis@estabarrett.com. All positions, whether volunteer or paid, require the successful completion of a background check as part of onboarding and before interacting with visitors.

Brian Reis, Executive Director
Esta Barrett Manor & Gardens
6901 Kishwaukee Road | Rockford, IL 61109 | EstaBarrett.com
breis@estabarrett.com