



## Fosterfields Living Historical Farm Paid Interpreter Internship (6 month, 35 hour/per week)

Fosterfields Living Historical Farm, a historic site of the Morris County Park Commission, located in Morristown, NJ is seeking a graduate student, recent college graduate, or emerging museum professional to complete a 6-month paid internship in Education/Interpretation. This position is part of the Education Staff within the Historic Sites Unit. The position works under the Senior Historic Program Specialist. The Historic Sites Interpreter will lead tours and programs at any of the Historic Sites for the benefit and enjoyment of audiences of all ages, as well as completing a special intern project. The internship will last for six months (with a projected start date of May 1- October 31) and is considered a seasonal part-time position.

During the open season, the position will learn to lead tours of the historic site, including leading school tours and specialty programs, such as birthday parties, Scouts and homeschool programs. The incumbent will create all necessary materials for programs, including a lesson plan, for use by the education department in the future. Under the mentorship of senior and full-time staff, the intern will implement programs as scheduled per the annual calendar of events, participate in large scale special event planning and implementation, and ensure that Park Commission policies and procedures regarding public access are followed.

In addition, the intern will assess the visitor experience as a member of the front line staff, provide customer service as required, both in person as well as via telephone and correspondence. When assigned, functions as the front-desk receptionist on public program days and greets visitors, sells tickets using the cash register and/or credit-card machine, and provides visitor orientation. The intern will also answer incoming telephone calls and provides customer services answering inquiries from the public on subjects relating to Historic Sites' programs, tours and the Morris County Park System programs and related subjects.

Qualified applicants should be a student or recent graduate of a college with a major program of study in history, education, American studies, museum studies, or a related field. Some experience working in a museum setting is desirable but most important is experience working with the public, especially children, and in interest and passion for education.

This is a paid internship considered a seasonal part-time position, with a rate of \$10.20/per hour. The position will work five seven-hour days Tuesday-Saturday through July 1, and Wednesday-Sunday from July 1 to October 1.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To apply, please go to <https://tinyurl.com/MCPCJobApplication> and follow information on "how to apply." Please use the job title "Interpreter- Fosterfields" to allow us to match your application the position, and attach a resume. For more information about the Morris County Park Commission or Fosterfields Living Historical Farm, please visit [morrisparks.net](http://morrisparks.net) or the [friendsoffosterfieldsandcoopermill.org](http://friendsoffosterfieldsandcoopermill.org). If you have any questions, please email Alli Kong at [AHartley-Kong@morrisparks.net](mailto:AHartley-Kong@morrisparks.net)