**Internship Profile**

**Title:**  Education & Learning Intern

**Department:**  Visitor Services

**Reporting to:** Sarah Dewberry (Head of Learning & Engagement)

**Period Covered:** ASAP to 2 January 2019, three days a week

**Waddesdon Manor**

Waddesdon Manor is a historic house open to the public. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today it is managed independently by a Rothschild charitable trust, The Rothschild Foundation, under the chairmanship of Lord Rothschild.  It currently welcomes in the region of 450,000 visitors per year to the property.

Waddesdon is a dynamic place shaped by three generations of Rothschilds, bringing together a world class collection of art and decorative arts of the 18th century, displayed in original historic interiors including English 18th-century portraits, French 18th-century furniture and porcelain, books, drawings and works on paper, textiles and sculpture.

It has a growing collection of contemporary art, a temporary exhibitions gallery and a flourishing exhibitions, education and public events programme. It is also home to one of the finest Victorian gardens in Britain, a working Aviary and is at the heart of the working Waddesdon Estate.

Waddesdon also encompasses a range of commercial activities including retail, catering, a hotel and a conference and wedding business.

**Overall Purpose of a Waddesdon Internship**

An internship at Waddesdon will allow participation in some of the most exciting experience in a nationally and internationally renowned institution. This will in turn give interns a number of formal and informal learning opportunities that will assist the recipients with their future careers.

Our aim is to ensure we open the doors of Waddesdon as wide as possible to the future curators, conservators, visitor managers, archivists, gardeners, facilities managers, chefs, waiting staff, stewards, cleaners, events managers, administrators and leaders we may need in the future.

As well as developing talent in our own staff we would also like to give recent graduates, or those interested in working in a similar environment, an opportunity to gain experience first-hand.

**The Visitor Services Department**

The Visitor Services Department is responsible for providing excellent customer service to our visitors. Within this department, the Education team look after formal school visits and family events.

**Main Responsibilities of the intern**

* To support the administration and delivery of formal school visits
* To support the preparation, delivery, and de-rig of family events, especially Halloween
* To support the delivery of the family elements of major Waddesdon events such as the Chilli Fest and Christmas
* To assist with our annual Schools Christmas display

**Learning, Skills & Experience Offered (ie. learning outcomes)**

* Insight into how the Waddesdon Education team devises and delivers its programme and balances the needs of different audiences.
* Communication skills- internally, and externally with a wide variety of audiences
* Administration and organisational skills
* Programme planning and delivery skills
* Hands on experience of education workshops with young people aged 4- 18
* Hands on experience of family and public events

**Knowledge, Skills & Experience**

* Excellent Communication Skills, both written & verbally
* Creative
* Computer skills – Word, Excel & Outlook as a minimum
* Administrative and organisational skills
* Attention to detail
* Ability to collaborate with a team as well as independently
* A special interest in heritage education

**Terms & Conditions**

* 22.5 hours per week, over three days
* Shared accommodation provided on the Waddesdon Estate
* An allowance of £10 towards food or petrol costs for each day of activity. There may be opportunities for paid employment in our other business areas that can run alongside the internship
* Please note that this internship includes some weekend and Bank Holidays:

Weekends in August, incl. Bank Holiday Monday

1st & 2nd September

Half term- 20-28 October

Weekends from 10 Nov to 23 Dec

On event weeks, such as half term, there may be a requirement to be available over and above the 3 internship days to cover business needs

* A National Trust Volunteer Card

# Application

To apply, please send a current a CV and a letter, maximum 2 pages of A4, outlining your interest in working at Waddesdon and a career in this sector, and suitability for the role in a letter. Your letter should be no more than 2 sides of A4 and sent to Sarah.Dewberry@waddesdon.org.uk no than 11pm on 13 July 2018.