



WADDESDON

## Internship Profile

<b>Title:</b>	Learning & Engagement Internship
<b>Department:</b>	Visitor Services
<b>Reporting to:</b>	Head of Learning & Engagement
<b>Period Covered:</b>	3 July to 20 December 2019, three days a week. There will be some weekend and Bank Holiday working.

## 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 400,000 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 18<sup>th</sup> century, displayed in original historic interiors including English 18<sup>th</sup>-century portraits, French 18<sup>th</sup>-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 work 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 learn first hand by working alongside us in our daily activities.

## 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 preparation, delivery, and de-rig of family events
- To support the administration and delivery of formal school visits
- To assist with the Summer Holiday activities, Chilli Fest, Halloween and Christmas family programme
- To assist with the schools' Christmas display competition

### 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 & verbal.
- Computer skills – Word, Excel & Outlook as a minimum.
- Administrative and organisational skills
- Attention to detail
- Ability to work as part of 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.
- A Waddesdon staff card
- Must be able to commit to the full internship from June to December 2019

### Application

To apply, please send a current 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](mailto:Sarah.Dewberry@waddesdon.org.uk) no later than 11pm on Wednesday 19th June. Start date 3rd July 2019. We will consider a later starting date for any applicants who have school or university exam commitments.