



WADDESDON

## Internship Role Profile

<b>Title:</b>	Public Events Internship
<b>Department:</b>	Events Dept
<b>Reporting to:</b>	Head of Events
<b>Period Covered:</b>	February to 15 May 2020

## About Waddesdon

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by the Rothschild Foundation, it remains the epitome of 'Rothschild style'.

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. Visitors today can still see Ferdinand's unrivalled collections, alongside contemporary art, and wander in the immaculate Victorian gardens. There is also a working aviary, wine cellars, shops, restaurants and a woodland playground.

Over 300 staff and more than 300 volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy (a private building on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

All profits from the trading company are covenanted to The Rothschild Foundation to support the conservation, collections and maintenance of Waddesdon as the highest quality visitor experience.

## 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 widely as possible to the future curators, conservators, visitor managers, archivists, gardeners, facilities managers, chefs, stewards, events managers and leaders we may need in the future.



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### **The Event Department:**

The Events Department is responsible for a broad range of visitor events across the year, including large festivals, food fairs, family activities and music, theatre and cinema.

### **Main Opportunities:**

- To support the preparation, delivery, and de-rig of family events
- To assist with Easter family programme
- To assist with the administration support for the major events programme
- To support the events team at the monthly food markets (April, May)
- To support Head of Travel, Trade, Tourism and Filming and provide cover for filming activities

### **Learning Outcomes:**

- Insight into how the Events 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 family and public events

### **Skills & Experience Desired:**

- 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

### **Benefits of Internship:**

- No more than 22.5 hours per week with your Department, to enable time for study or any employment opportunities that may be desired (working days to be agreed).
- Shared accommodation provided in The Stables with other students on the programme.
- 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 offering 20% discount in our catering and retail outlets.
- In order reap the maximum learning benefits from the internship, availability for the full duration of the period is encouraged.
- The opportunity to join a cohort of 8 interns at Waddesdon, with a comprehensive induction programme across the wider business that sits alongside learnings in your desired business



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area.

- The opportunity to review and present your learning outcomes to the management team at the end of your time at Waddesdon.
- Monthly reviews with the HR department in addition to weekly meetings with your department mentor

Closing date for applications is 11pm on Sunday 2<sup>nd</sup> February with interviews on Tuesday 11<sup>th</sup> February. Applications should be submitted, with CV and covering letter, to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk)