



Library Services/archives Department Internship

Applications are being accepted for Fernwood's 8-week Library Services/archives Internship. The internship provides a unique opportunity for students to gain practical work experience while working with staff, volunteers, and visitors in a public garden setting. Students will also have the opportunity to create an educational presentation or display based on their work and experience at Fernwood.

Responsibilities and Expectations

Students will work with the Director of Education and volunteers to streamline the processing of books and improve the overall functionality of the Sims Education Center Library. This includes shelf reading, deaccessioning, researching new books for the collection, and labeling and entering titles into the online catalog.

In addition, students will assist with inventorying and organizing Fernwood's archive collection, which includes historic documents, photographs, maps, blueprints, slides and objects. Students will work with staff and volunteers to digitize and catalog items, creating a searchable database using recognized archival and records management practices. They will also have the opportunity to research specific topics and create a presentation or interpretive visual display to educate garden visitors.

Compensation

Interns will be paid an hourly wage for their work at the rate of \$15.00/hr. for 8 weeks. The weekly work schedule is three to four days per week, Tuesday through Friday and a Saturday/Sunday option, 8 hours per day plus a half hour for lunch which is unpaid. Total paid compensation is for 32 hours per week. Interns are expected to have good attendance. Occasionally selected evenings and weekends will require extended hours and adjustments to the weekly schedule.

Dress Code and Tools

- Pants, shorts, shirts: student's choice of clean and neat shorts or pants worn to the waist (no sagging, no writing, rips, tears, etc.)
- Shoes: intern's choice, but no flip-flops or flimsy shoes. Work or hiking shoes/boots are recommended when working outdoors.
- Hats/sunglasses/sunscreen when needed

Applicant Guidelines

All interested students are encouraged to apply. Preference will be given to those with the following:

- Access to a car with a valid driver's license.

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FERNWOOD BOTANICAL GARDEN



- Current enrollment in a college or university
- Studying education, environmental studies, horticulture, sustainability, art, history, or a related subject

Other Information

Candidates will be contacted via phone for an initial phone interview. In-person interviews will take place at Fernwood. For questions, contact Director of Education, Michelle McCoskey, at mmccoskey@fernwoodbotanical.org.