

2024 Internship Program

General Description

The Dixon is opening the application process for its **2024 Internship Program**. This program operates under the direction of the education department with placements available within other departments, through 2024.

Internships will provide the applicant with an introduction to best practices in museums and public gardens, providing professional experience and useful skills for future employment and further study in the fields.

Interns may work six to eight weeks, 20 to 40 hours per week. All positions pay \$15/hour. Applicants must be at least college juniors with sixty hours of college credit. Prospective candidates will be interviewed by a Department Director and the supervising staff.

Application deadline: March 29, 2024

To apply please email/mail the following information:

- Resume
- Cover letter
- Please indicate whether university credit is needed. If so, supply requirements and advisor's name and contact information.
- Two letters of recommendation:
At least one from a college professor, if credit is needed.
- Provide weekly availability.

Please send information to:

Margarita Sandino

Director of Education

Dixon Gallery and Gardens

4339 Park Avenue

Memphis, TN 38117

msandino@dixon.org

descriptions below:

Gardens

Three Positions: Floriculture Production Intern

40 hours/week

The floriculture production intern will work directly under the Cutting Garden/Greenhouse Manager. They will assist in sourcing seeds and plants for a cutting garden, learn how to successfully grow plants from seed to planting out, how to monitor greenhouse growing conditions, and how to work on a production team.

Responsibilities:

- Seeding and growing plants for the cutting garden
- Keeping logs for sowing, watering, fertilizing, etc.
- Weeding and grooming plants in the garden
- Cutting and conditioning plant material for arrangements

Skills/Qualifications

- Undergraduate major in horticulture
- Basic knowledge of what flowers are suited for cut flower arrangements in the Mid-South
- Interest in mechanics of cut flower production, including seeding, succession planting, IPM, weed control, watering, fertilizing, conditioning.

Horticulture Grounds Intern

40 hours/week

The Horticulture Grounds Intern will work directly under the Manager of Grounds Horticulture. They will learn the correct techniques of planting, watering, fertilizing, and pruning. They will assist in planning garden planting areas and sourcing plants. They will learn propagation techniques.

Responsibilities

- Assist manager of grounds horticulture in the maintenance and improvement of the 17-acre Dixon Gardens.

Skills/Qualifications

- Undergraduate major in horticulture/botany
- Basic knowledge of plants
- Interest in how to properly maintain a garden for maximum production & beauty.

Collections Intern

40 hours/week

The collections intern will work directly under the Director of Horticulture. They will learn basic GPS skills, basic ESRI functions, basic plant database entry, how to map and catalog plants, how to use the Maxima embosser and the Gravotech laser engraver to produce plant identification signs.

Responsibilities

- Assist director of horticulture in identifying and mapping plants and services at the Dixon Gardens.

Skills/Qualifications

- Undergraduate major in horticulture/botany
- Basic knowledge of plants and computers
- Interest in plants, mapping