

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:

Internship Descriptions

Development and Communications

One position: Development and Communications Intern

20-25 hours/week

The Dixon seeks applicants for the position of Intern in the Development and Communications Department, the fundraising and marketing arm of the Dixon. The position will introduce standard fundraising practices, event planning, opportunities for creativity in the marketing arena, and the cultivation of useful skills for future development or museum employment or advanced study.

Responsibilities will include but are not limited to:

- Event coordination and setup
- Membership sales at events
- Membership solicitation phone calls (Training provided)
- Internet research of best practices
- Writing content to develop summer promotions.
- Photography or video coverage of events and exhibitions for social media.

Skills/Qualifications

- Proficiency in Excel, Word, and internet research are required.
 - Applicants must be 21 years of age at the start date. Rising college seniors, graduates, and graduate students will be considered.
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Curatorial

One position: Archival/Registrarial/Curatorial Intern

20-25 hours/week

This position will work directly with curatorial staff, under the supervision of the Assistant Curator and Registrar, primarily supporting ongoing archival projects related to the organization and documentation of historical curatorial and exhibition records. It is an on-site internship.

Responsibilities:

- Organize curatorial and exhibition files using appropriate and achievable archival methods.
- Update finding aids and lists of historical exhibitions.
- Identify duplicate documents for weeding.
- Scan documents and photographs to archival standards.
- Organize digital files and input data and metadata into internal databases.
- Assist with current exhibition installation as needed.
- Other curatorial duties as assigned.

Skills/Qualifications

- Graduate major in Museum Studies, Library and Information Science, or Art History preferred, undergraduate major in Art History or related field considered.
 - Proficiency in Microsoft Windows, Word, and Excel
 - Knowledge of archival best practices
 - Well-honed research skills and knowledge of library and archival systems
 - Knowledge of TMS (The Museum System) a plus
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Education

One position: Youth Programs Intern

20-25 hours/week

This position will work directly with the Youth Program Coordinator and the Assistant Director of Education on supporting the 2024 Dixon Art Camp, youth, and student education programs, including weekly programs, and children's workshops.

Responsibilities:

Summer Camp

- Assist Summer Camp Director with administrative and logistics work as well as set up.
- Design and organize campers' artwork exhibition.
- Assist Summer Camp instructors with camper activities, supplies and supervision.

Youth Programs

- Assist Instructors in preparing materials for lessons and creating impromptu activities and experiences for visitors.
- Assist with organizing and restocking supplies for youth programs.
- Assist Instructors in implementing art and garden classes, pop-ups, and visitor engagement experiences.
- Assist with weekend workshops when available.

Skills and experience in the following areas preferred:

- Art education/Art major
 - Teaching experience
 - Experience supervising children.
 - Background in educational theory and practice
 - Organizational skills and attention to detail
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Gardens

Three Positions: Floriculture Production, Horticulture Grounds, and Collections

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