



Classification: Assistant Guide LTE
Working Title: Historic Garden Intern

Old World Wisconsin (OWW) is seeking an intern for the garden program during the 2020 growing season. Under the direction of the Historic Gardens Coordinator, the intern will act as a facilitator and gardener in our historic gardens. This is a Limited Term Employee (LTE) position.

This position is 40 hours per week from mid-May through end of August; \$10 per hour.

Duties

60% A. Care for & Facilitate Engagement with Historic Gardening as part of the Daily Guest Experience

- A.1 Maintain a positive, welcoming attitude at all times
- A.2 Share the “Big Ideas” and stories associated with the spaces in which you are facilitating
- A.3 Initiate dialogue with guests and answer questions to promote curiosity and connect to their lives
- A.4 Provide regular maintenance of gardens and landscaped areas on site
- A.5 Facilitate guest/garden interactions that are safe and educational
- A.6 Routinely inspect plant material for pests, disease, damage
- A.7 Assist with special events
- A.8 Study and understand historical source materials and content guides
- A.9 Provide direction for volunteer gardeners
- A.10 Wear period appropriate clothing (provided) in accordance with Curator-approved guidelines, including guidelines on hair, personal grooming, and adornment

20% B. Serve as Part of the Guest Experience Team

- B.1 Reliable and timely attendance
- B.2 Keep all shared work areas (public spaces, offices, and storage areas) clean and organized
- B.3 Communicate and collaborate regularly with colleagues to ensure team effectiveness
- B.4 Attend daily morning meetings and required trainings, as needed
- B.5 Other duties as assigned

10% C. Use and Maintain Garden Tools & Equipment

- C.1 Understand use and function of historic garden tools to ensure safe and effective use.
- C.2 Observe all safety guidelines when using any tools and when driving garden van.
- C.3 Regularly inspect tools to identify needed repairs to ensure safety.

10% D. Ensure Site Security and Safety

- D.1. Maintain site radio and/or cell communication in the event of an emergency and respond to calls as needed.
- D.2. Observe all safety guidelines and procedures when driving vehicles on site, ensuring the safety of all guests, staff, and volunteers.
- D.3. Assist with implementation of emergency procedures to ensure safety of staff and guests, including knowing locations of first aid supplies, storm shelter areas, and emergency communication plans.
- D.4. Collaborate with Tram Team as they traverse the site, ensuring guest safety.
- D.5. Lock and alarm buildings/gates when necessary.

Knowledge, Skills, & Abilities:

- Skills and ability to guide volunteers and interact with public
- Ability to complete tasks with minimal supervision
- Skills to maintain gardens/landscapes
- Ability to work in all weather conditions while wearing historical costume
- Ability to walk moderate distances
- Interest in plants and gardens

Work Environment:

- Outdoors, with exposure to insects and allergens
- Work days will include Fridays, Saturdays, and/or Sundays, along with varying week days
- Position extends from mid-May through end of August

Opportunity to:

- Experience facilitating and gardening at a living history museum.
- Gain knowledge of heirloom plants and historical gardening methods.
- Strengthen supervisory and communication skills.

Submit cover letter and resume by April 17, 2020 to:

Old World Wisconsin
Attn: Jeanne Christensen
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Eagle, WI 53119
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