



**Title:** Garden Intern

**Department:** Public Programs

**Status:** Paid part-time, Temporary

**Supervisor:** Horticulturist

**Position Description:** Interns seeking experience in garden program coordination and administration work under the direction of the Horticulturist and the volunteer Colton Garden Manager to support the development and maintenance of gardens and grounds at the Museum of Northern Arizona and garden-based educational programs throughout the 2022 summer season. These paid internships are funded through a restricted gift and open to students in the areas of science and music.

**Responsibilities:**

- Coordinating care and maintenance of the gardens.
- Coordinating, planning, and leading volunteers in the execution of garden maintenance and educational activities.
- Ensure garden is properly watered and maintained.
- Record keeping, including tracking garden volunteer hours, inventory of supplies and materials, garden production and produce distribution, program attendance and preparation of an end of season garden report summary.
- Assists with collecting donated materials for garden use.
- Foster relationships with community organizations and local growers.
- Becoming a member of the MNA community and participating in Museum events.

**Key Relationships:**

- In addition to working with the Colton Garden Manager and Horticulturist, will also work closely with the Public Programs Manager and the Director of Marketing on scheduling, planning, and promoting programs.
- Works with garden volunteers, takes direction from volunteer Colton Garden manager.
- Will work with garden education presenters attending the summer programs.

**Education and Experience Requirements:**

- Possess a background in education and one of the following: science, music
- Has some experience with managing large scale educational gardens in the Northern Arizona growing climate.
- Proficient in Microsoft Office (Word, Excel and Outlook)

**Abilities, Skills, and Knowledge:**

- Enjoys working with the public in a hands-on garden environment.
- Possess excellent organizational skills and be detail oriented.
- Be self-motivated, able to multitask and interact with a variety of audiences.
- Be dependable, responsible, flexible, and trustworthy.
- Possesses communication skills, works well with individuals possessing diverse skills and backgrounds.
- Possesses the ability to be aware of cultural sensitivities in a professional museum setting.

**Working Conditions:**

- Maximum of 20 hrs a week at the peak of the season, with hours fluctuating based on the need.
- Weekends and extended hours are required during special events.
- Must be able to endure extended hours of moderate labor.



## MUSEUM of NORTHERN ARIZONA

- This is a paid, educational internship.
- Must successfully pass a background check.

### **To apply, please submit:**

- Cover letter describing interests and background.
- Resume with academic and employer references.
- Copy of unofficial university transcripts.
- Two letters of recommendation, one from an academic instructor and one from an employer.

Email is the preferred method of application submission: **employment@musnaz.org**. If you are not able to submit your application via email, please call Jill Thomas in HR at 928-774-5211, ext. 203 to receive additional instructions for application submission.

### **Additional Information:**

- Applications will be accepted until the position is filled.
- Three internship positions are available. The first begins on April 15, 2022, and ends on October 31, 2022.
- Housing may be available and is at the discretion of the Museum Director.

Further questions may be directed to Public Programs Manager, Darvin Descheny, at [ddescheny@musnaz.org](mailto:ddescheny@musnaz.org).

*The mission of the Museum of Northern Arizona is to inspire a sense of love and responsibility for the beauty and diversity of the Colorado Plateau through collecting, studying, interpreting, and preserving the region's natural and cultural heritage*