

THE ROTCH-JONES-DUFF HOUSE & GARDEN MUSEUM

396 County Street • New Bedford, MA 02740 • 508-997-1401

Internship Program

History of the Rotch-Jones-Duff House & Garden Museum

Built by shipwrights in 1834 for whaling merchant William Rotch Jr., the Rotch-Jones-Duff House and Garden Museum (RJD) epitomizes the “brave houses and flowery gardens” described by Herman Melville in *Moby-Dick*. Greek Revival in style, it was designed by architect Richard Upjohn, a founder and first president of the American Institute of Architects.

396 County Street was home to three prominent and influential New Bedford families; William Rotch Jr., 1834 to 1850; Edward Coffin Jones, 1851 – 1935; and Mark M. Duff, 1935 – 1981. The estate chronicles important chapters in American history when New Bedford had a major influence on the international arenas of commerce, trade, and culture via whaling, and later through textiles.

The property encompasses a full city block of gardens which include a boxwood parterre rose garden, a boxwood specimen garden, a woodland garden and a cutting garden. It is the only whaling mansion open to the public in New England that retains its original configuration of grounds and outbuildings.

Today this National Historic Landmark offers house tours, a variety of cultural programs and changing exhibits, and curriculum-based educational programming, reaching about 7000 people annually.

The Internship Program at RJD

Internships are designed to introduce students and professionals interested in a museum career to the world of a historic house museum and to offer practical experience in the RJD’s day-to-day operations. Our goal is to collaboratively create an individualized experience for all interns, matching the specific needs of the museum with the talents, skills, and objectives of individuals new to the museum field. We believe strongly in developing a mutually beneficial relationship: interns gain experience conducting real-world activities in concert with a staff mentor, and the museum receives assistance with key projects and encourages interns to develop their careers.

Interning at the RJD is a hands-on educational experience. Internships mirror the day-to-day jobs of the staff mentors who guide them. Much of museum work is administrative, however, each internship is based upon projects that need doing and are vital to the museum’s operation.

Internships are available in select areas and we accept students from a variety of academic fields. Related coursework is recommended for internships in specific departments. A combination of academic or practical work, demonstrated talent or skill, and enthusiasm factors into placement with a staff mentor. We appreciate and encourage diverse backgrounds and perspectives in both our permanent staff and our interns.

Please note: Because internships at the RJD are project based, not all departments have a consistent need for interns year-round. Interns are matched with a project and mentor based on the needs at the time of application and the skills and talents of an intern candidate. Interns must coordinate the requirements for credit with their institutional advisors, the RJD Internship Coordinator, and their RJD staff mentor.

Positions and Qualifications

Curatorial Intern: Conducts research on the permanent collections, writes object labels and catalogue entries, organizes changing exhibitions, conducts and maintains inventory and collections data base, and oversees the care of the collections.

For placement as a Curatorial Intern, a minimum of two years of undergraduate study in museum studies, history, costume, or American studies is strongly recommended.

Education Intern: Plans and implements all public programs for various audiences including lectures, symposia, teachers' workshops, and children and family programs. Also does research, writes educational materials, trains docents, manages tours.

For placement as an Education Intern, a minimum of one year experience and/or study in teaching and/or coordinating programs is strongly recommended.

Marketing Intern: Writes and edits copy for public distribution through various media, including print, digital and social media; establishes regular schedule and messaging strategy of social media posts; reaches out to various media opportunities for pricing.

For placement as a Marketing Intern, excellent writing skills and experience on social media platforms including Facebook, Instagram, and Twitter are required.

Program Requirements

Eligibility

Internships are available for undergraduates (preference is given to juniors and seniors) and graduate students, recently graduated students eager to gain museum experience, and museum professionals interested in career changes or between positions.

Terms

The RJD offers a variety of terms for internships. Each intern, in collaboration with his/her mentor and the Internship Coordinator, will determine the specific time commitment necessary to fulfill the requirements for the internship and academic credit,

if applicable. RJD internships are part-time (a minimum 10 hours /week up to 15 hours weekly). All internships at the RJD are unpaid and do not include living expenses.

TERM DATES	APPLICATION DEADLINE
Summer (May – Aug.)	March 15, preceding term
Fall (Sep. – Dec.)	July 15, preceding term
Winter/Spring (Jan. – May)	October 15, preceding term

Application Process

Applications must be received by the application deadlines listed above. For internships that do not follow the academic semester calendar, please submit an application packet at least 8 weeks before an anticipated start date. All materials in an application packet must be postmarked by the deadline. After all application materials have been received, a personal or phone interview might be scheduled. Application packets should include:

Resumé Include the following information, in order:

- Personal information: name; current address, phone number, and email address; permanent address and phone number; nationality/citizenship
- Placement preference: term date; top three placement preferences
- Education: institution of current enrollment; type of degree; month/year of completion; major and minor areas of study; list of courses specifically related to placement preferences; previous higher education
- Experience: paid or voluntary work experience; community, school, or business activities; length of experience; supervisor name and contact information
- Talents and Skills: foreign language proficiency (indicate reading, speaking, writing); technology, academic/research, or communication skills; other pertinent skills or talents
- References: names of two persons asked to send a letter of recommendation

Statement of Interest In a separate narrative, please write a statement describing how an internship at the RJD would impact your present and future goals. Discuss your placement preferences in detail, outlining how your academic and life experiences can contribute to the museum. Finally, describe what you hope to learn and achieve as a result of your affiliation with the RJD.

Academic Transcript Submit an official transcript from the higher education institution of current enrollment. If you have attended your current institution less than two semesters, submit an additional transcript from your previous place of enrollment. The transcript must be postmarked by the application deadline.

Letters of Recommendation Two letters from persons with whom you have studied or worked are required and sent to the RJD in sealed envelopes with the rest of the application packet or under separate cover, postmarked by the application deadline. Alternately, you may have the reference email your letters directly.

Writing Sample Submit a piece of writing on a historical, architectural or museum topic or from the field that most closely matches your placement preference. Please limit your sample to 10 pages or fewer and include a short explanation of the project or assignment.

Please send completed application packets to:

Dawn E. Salerno, Executive Director
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396 County Street
New Bedford, MA 02740

dsalerno@rjdmuseum.org

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