



## SUMMER INTERNSHIP OPPORTUNITIES

The Oak Spring Garden Foundation (OSGF) seeks summer interns to join the following teams at Oak Spring near Upperville, Virginia - Communications Team, Arboriculture, Conservation and Landscape (ACL) Team, Biodiversity Management Team, Gardens Team, Biocultural Conservation Farm Team, Education and Outreach Team, the Culinary and Hospitality Team. Opportunities are available from May-early June through August-early September, depending on the availability of the successful applicants.

*The Oak Spring Garden Foundation (OSGF) is a 501(c)3 private operating foundation based on a 700-acre estate in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon's home, garden, estate and Library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit [www.osgf.org](http://www.osgf.org).*

Schedule:	May-early June through August-early September 2023 - depending on the availability of the successful applicant. Monday through Friday (40 hours a week), with some flexibility in hours to facilitate participating in programmatic activities during evenings and weekends.
Accommodation	Some limited accommodation is available for applicants who live beyond a reasonable drive to Oak Spring.
Location:	Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town. Own transport is required.
Working Conditions:	Must be flexible and willing to work in a variety of settings, including outside in the Virginia summer, and occasional evenings and weekends.
Payment:	These are a full time, fixed term positions - 40 hours a week - salary is \$16.00 per hour. Paid holidays are provided.
To Apply:	Please email a resume, cover letter outlining your qualifications for the position - and the names and contact details of three professional references - to <a href="mailto:hr@osgf.org">hr@osgf.org</a> with the subject line <b>“Summer Internships – your name and the internship for which you are applying”</b> . We will begin reviewing applications Friday February 3rd, 2023 and will continue until the positions are filled.

## **Summary of Positions and Responsibilities:**

**Communications Summer Intern** - The Oak Spring Garden Foundation (OSGF) is seeking one or more Communications Interns to help support the two-person Oak Spring Communications Team in the future development of content for the OSGF website, social media, and related communications projects. The Communications Team documents and shares activities from across the organization's various departments, and the intern should be comfortable working both indoors and outdoors, as well as collaborating with multiple teams. An interest in plants, nature, biodiversity, and other subjects relating to OSGF's mission will be advantageous. Strong writing skills and proficiency in Google Workspace, Microsoft Office, and various Adobe Creative Suite applications is required. Familiarity with digital photography and blogging software would be an advantage.

**Arboriculture, Conservation and Landscape Summer Intern** - The Oak Spring Garden Foundation (OSGF) is seeking one or more Arboriculture, Conservation and Landscape Interns. The position is both indoor and outdoor and will involve close liaison with the Communications Team and the Biodiversity Management Team. Experience with invasive plant species control, landscape maintenance, arboriculture, and/or turf grass management preferred. Proficiency in Microsoft Word, Excel, and PowerPoint is required. Familiarity with GIS software (preferably ESRI ArcGIS Pro and Field Maps app) and the use of GPS devices, digital cameras, and natural history applications like iNaturalist would be an advantage.

**Biodiversity Management Team Summer Intern** - The Oak Spring Garden Foundation (OSGF) is seeking one or more Biodiversity Management Team interns. The position is both indoor and outdoor and will involve close liaison with the Communications Team and the Arboriculture, Conservation and Landscape Team. Experience with biodiversity monitoring, landscape maintenance, and/or restoration preferred. Proficiency in Microsoft Word, Excel, and PowerPoint is required. Familiarity with GIS software (preferably ESRI ArcGIS Pro and Field Maps app) and the use of GPS devices, digital cameras, and natural history applications like iNaturalist would be an advantage.

**Garden Summer Intern** - The Oak Spring Garden Foundation (OSGF) is seeking one or more Garden Interns to support the four-person Oak Spring Garden Team with managing the formal garden and production area during the summer months. The successful candidate will gain experience with horticultural techniques in the garden designed by Rachel Lambert Mellon. The position is predominantly an outdoor position, in a rural environment. Familiarity with basic horticultural techniques is required and practical experience is an advantage.

**Biocultural Conservation Farm Intern** - The Oak Spring Garden Foundation (OSGF) is seeking two Biocultural Conservation Farm (BCCF) Interns to support the six-person team. The BCCF works closely with the OSGF Chef to supply guests with nourishing farm-to-table meals. Produce also supports a small Community Supported Agriculture ('CSA') program for a 25-week period from May-October. Additionally, the BCCF is committed to helping to reduce food insecurity in our region by donating at least 50% of what is grown on-site to local food banks. The successful candidates will gain experience in small-scale, organic farming with a heavy focus on the production of vegetables as well as heirloom seed crops, dried flowers and plants used for natural dyes, fiber and medicinal herbs. Prior farming experience is not required, however applicants should have a strong interest in sustainable agriculture. Additionally, applicants should be prepared for the physical demands that come with working on a vegetable farm in the summer months.

**Education and Outreach Intern** - The Oak Spring Garden Foundation (OSGF) is seeking one summer intern to support the OSGF Education + Outreach Specialist. The main objective of this position is to assist in the preparation, facilitation and clean-up of the various programs curated and directed by the Education + Outreach Specialist. Programs differ on a weekly basis and take place both on-and off-site. This intern will also spend a significant amount of time working on the Biocultural Conservation Farm (BCCF) with the BCCF team – especially when they are not busy with educational programming. An interest in youth education, community outreach as well as food and farming is highly preferred. Applicants should be prepared for work in both indoor and outdoor settings, and have excellent communication and organizational skills.

**Culinary Intern** - The Oak Spring Garden Foundation (OSGF) is seeking a culinary intern to support the Culinary and Hospitality Team with the preparation and execution of meals for visiting guests. OSGF provides short- and long-term guests with seasonal, sustainably sourced, farm-to-table meals during their stay. The successful candidate will gain knowledge and hands-on experience in all aspects of kitchen operation including professional cooking techniques, butchering, baking, preserving and more. The position will work directly with the foundation's chef to prepare family style and multicourse plated meals, as well as larger catered events. Experience in a commercial kitchen or culinary education and interest in Appalachian foodways are preferred.

These positions will report to the Heads of the relevant teams and will involve working closely with external partners and other OSGF staff across the 700-acre estate comprised of the Rokeby Farm and the Little Oak Spring tracts.

### **Qualifications**

- Undergraduate degree completed or in progress from an accredited academic institution or minimum of two-years' relevant experience. Local high school students with a driver's license and reliable transportation are also encouraged to apply.
- Ability to meet the physical requirements of bending, standing for long periods of time, lifting at least 50 pounds, handling wildlife, stretching, working with sharp objects, and undertake monitoring and surveys outdoors year-round.
- Comfortable working outside, in varied weather conditions (including extreme heat and cold; and exposure to stinging and biting insects and animals) in a rural setting.
- Must be able to legally work in the United States.
- Valid driver's license.
- Must have reliable transportation to and from OSGF daily.

### **Skills and Knowledge**

- Must be able to work independently and also as a part of a team.
- Good time-management and organizational skills.
- Strong oral communication skills with the ability to communicate effectively, and with empathy, with staff, residents, guests and the public.

- Strong commitment to fostering a respectful, culturally-diverse and inclusive work environment.
- Strong commitment to sustainability and ethical environmental stewardship.
- Strong commitment to the obligations of a private operating foundation to deliver public benefits, to make a positive public contribution and to work for a better society.

### **To Apply**

Please email a resume, cover letter and the names and contact details of three professional references to [hr@osgf.org](mailto:hr@osgf.org) with the subject line “Summer Internships – *your name and the internship for which you are applying*”. We will begin reviewing applications Tuesday February 15<sup>th</sup>, 2022 and will continue until the positions are filled.

### **Start Date**

These positions are available to be filled from May 1<sup>st</sup> through June 15<sup>th</sup> depending on the availability of the successful applicant.

*Oak Spring Garden Foundation is an equal opportunity organization and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.*