



2012 Spring War of 1812 Bicentennial Commemoration Internship

Dumbarton House, a Federal period historic house Museum in Georgetown, seeks a War of 1812 Bicentennial Commemoration Intern to support the museum's planning for and participation in region-wide War of 1812 Bicentennial Commemorations. Dumbarton House, headquarters of The National Society of The Colonial Dames of America, offers visitors an opportunity to enhance their appreciation of early American history. Dumbarton House strives to inform and educate the public, about life in Washington during the early days of the Republic (circa 1800) and about Federal Period decorative arts and architecture.

On August 24, 1814, Dumbarton House's third long-term owner, Charles Carroll, escorted First Lady Dolley Madison from the advancing British Army during the Burning of Washington. Dumbarton House, then called Belle Vue, served as her first site of refuge. The year 2014 is designated as the culmination of commemorative activities in the Washington, DC area. The Bicentennial Commemoration Intern works directly with and reports to the Executive Director.

The spring 2012 intern will work closely with the different departments of Dumbarton House to plan and coordinate Dumbarton House's participation in the commemoration activities. Working with the Executive Director and other staff, the intern will be responsible for research and planning in a variety of projects. Specific projects will be identified at start of internship based on intern interest and background, and highest staff priorities. Possible projects may include the following: historical research, exhibition support, marketing, public program development, and/or tour development.

The internship program is designed to provide practical, hands-on experience to students pursuing a degree in American History, Museum Studies, Museum Education, Material Culture Studies, or related field. Applicants with a recent degree, working toward a degree, and/or comparable work experience will be considered. Applicants must be able to work independently with minimal supervision, and be willing to assist with all aspects of working in a small, historic house museum.

Academic credit may be arranged in cooperation with a sponsoring college or university. A **stipend** may be available.

Schedule

- 250 hours (roughly 15 hours/week)
- Hours scheduled Monday-Friday, between 8:30 am & 4:30 pm
- Occasional weekend or evening availability to attend relevant program(s) or meeting(s)

Responsibilities

Specific projects will be identified at start of internship based on intern interest and background, and highest staff priorities. Specific duties may include:

- Research: Collate existing Dumbarton House research and resources related to the War of 1812; create summary documents.
- Exhibition: Support research and planning for War of 1812 temporary exhibition; research objects for inclusion; draft wall text; outline and create supplemental materials; identify marketing avenues and draft press releases.
- Group Tours: identify groups with interest in 1812 subject; develop plan for targeted marketing to drive group tour attendance; develop joint tour offerings with other area 1812 sites and/or community sites (restaurants, hotels, retail shops).
- Interpretation: research and create enhanced 1812 interpretive offerings.
- Public & Youth Programming: research and develop public program plan to tie existing programs to 1812 theme.
- Attend training sessions and ongoing program meetings (both internal and external) as scheduled; and
- Perform other tasks as assigned.

Qualifications Needed

- Excellent organizational skills and attention to detail;
- Excellent research, written, and oral communication skills;
- Knowledge of early American history, architecture, and/or decorative arts;
- The ability to work both independently and as part of a team;
- Flexibility, enthusiasm, and a sincere and genuine interest in people of all ages, preservation, and American history;
- Experience with MS Office applications (Word, Excel, and Publisher), knowledge of databases and office equipment; and
- Strength, dexterity, and mobility to perform all duties.

To Apply

- Send position focused cover letter, resume or CV, and 2 professional/academic references to: **War of 1812 Intern, 2715 Q Street, NW, Washington, DC, 20007-3071; programs@dumbartonhouse.org; FAX: 202-337-0348.**
- Qualified applicants will be contacted to schedule an interview. Please do not contact Dumbarton House to inquire about your application status.