



# Presidio Trust

## **INTERNSHIP OPPORTUNITY**

### **Presidio of San Francisco, Full-Time, 11 Months, Housing + Stipend**

**Position Title:** Public Programs Intern

**Department:** Presidio Trust Heritage Program

**Reports To:** Brad Rosenstein, Program Producer

#### ***Are you passionate about connecting the public to the natural and cultural heritage of San Francisco?***

Join our dynamic team and support the Heritage Program in welcoming the public to our recently renovated Presidio Officers' Club! Work with world-class speakers and performing artists on an active year-round series of unique public programs that include lectures, live performances, film screenings, panel discussions, family activities, and social dances – all presented in one of the most beautiful and historic buildings in the United States. Engage with visitors to our events, in our galleries and at our welcome desk, as well as through family weekend activities.

Our Heritage Public Programs team is committed to providing meaningful and memorable experiences to people of all ages and backgrounds. We spark curiosity, encourage critical thinking, broaden understanding about our common heritage, and promote stewardship and leadership into the future by connecting community members to this special place. We are looking for an intern who is excited to work with the public and help us to share the many stories of the Presidio.

#### **POSITION OVERVIEW**

The Heritage Public Programs Intern will assist in the development, execution, and evaluation of public events in the Presidio Officers' Club. The intern will help the Education staff with the facilitation of family programs on weekends and at special Education events throughout the year. The intern will also welcome visitors to the Officers' Club at the front desk and in the Heritage Gallery (our main exhibition space), and provide information regarding the Presidio's past, present, and future. The internship is a career development opportunity designed to give emerging professionals a venue for learning and improving skills in public program development, production, marketing, and evaluation; public interpretation of heritage sites; community engagement; customer service; and education.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Be a member of the Public Programs team and assist staff in the development and mounting of public programs including Presidio Dialogues, Presidio Sessions, Signature Events, Family Specials, and Book Club
- Provide administrative and production support, help build relationships with new partners, create a wider marketing base and social media structure around public programs
- Document current programs, and participate in program evaluation and strategies for improvement
- Work with Education staff and interns to facilitate Creative Family Fun on weekends and special Education events such as Teachers' Night and Pasados del Presidio

- Collaborate with docents to greet and orient visitors to the Officers' Club and the Heritage Gallery
- Occasionally lead tours of the Officers' Club, the Heritage Gallery, and such special features as artist Andy Goldsworthy's *Earth Wall*
- Provide administrative support to assist with docent coordination

### **QUALIFICATIONS**

- Positive attitude and professional demeanor
- Exceptional customer service skills
- Ability to work well with others including agency staff, outside organizations, and the public
- Background in Theatre/Event Production, Heritage Tourism, Museum Studies, Public History or other related field desirable, but not required
- Ability to work with public of various age ranges and backgrounds
- Detail-oriented and organized
- Strong interpersonal and public speaking skills
- Ability to work independently with minimal supervision
- Enjoy working with a diverse community of people of all ages
- Computer experience in Microsoft Office, Excel, Adobe Suite, PowerPoint and social media
- Photo and video editing skills helpful
- Desire to work primarily indoors
- Must be a US Citizen and at least 21 years old
- Must possess a valid State driver's license
- Bilingual a plus

### **WORK ENVIRONMENT AND PHYSICAL CONDITIONS**

- The position requires periods of standing, walking, and at times lifting and carrying heavy objects
- Work is performed primarily indoors, either in an office setting or various areas of the Officers' Club
- The position requires working both independently and as a team and involves working with a variety of Trust department staff and volunteers
- The intern may be required to drive and be a passenger in a motor vehicle. Selected candidates will be required to provide a photocopy of their current valid State driver's license.
- The intern will be required to work at least two evenings per week

### **EXPERIENCE OFFERED**

- Gain professional development in a team setting
- Learn valuable skills in public program development and production, marketing and customer service, education, and community engagement
- Develop leadership and public speaking skills
- Work in the historic Officers' Club alongside highly experienced public program and museum professionals
- Great opportunity to live in a national park and work with staff and volunteers from diverse backgrounds who share a common interest in engaging the public and preserving the natural and cultural history of the Presidio

- Be a member of a growing dynamic team committed to serving the public and sharing its passion for learning and teaching
- Receive in-depth training on the history, archaeology, and natural heritage of the Presidio
- Receive experience working with children and families on educational craft projects

### **TERMS**

The position is considered volunteer and is part of the Presidio Trust's Volunteer Program. Interns are required to sign the Presidio Trust's Volunteer Agreement.

*Public Programs internships are offered twice a year, with start dates in January and June.*

**Application Deadline:** October 1 (January start) and April 1 (June start)

**Decision Date:** December 1 (January start) and May 1 (June start)

**Start Date:** January 15 (January start) and June 15 (June start)

**Length of Position:** 11 months

**Schedule:** 40 hours per week, Wednesday-Sunday schedule. Holidays and evenings may be required.

**Stipend:** \$300 every two weeks

**Transportation Benefit:** \$50 monthly parking permits for car owners or \$50/month for non-car owners

**Housing:** Interns are provided a single occupancy (one person) room in dormitory-style housing in the Presidio with basic accommodations including a furnished private room, shared kitchen, and common areas. Interns must sign a housing contract, abide by the residential rules and contribute to the maintenance of the household. Interns must reside in the housing provided to be eligible for the internship. We cannot accept non-residential interns.

### **TO APPLY**

Interested candidates should send a cover letter, resume and at least two references by email to Brad Rosenstein at [interns@presidiotrust.gov](mailto:interns@presidiotrust.gov). **In the subject line, please specify the internship and start date (January or June) for which you are applying.** PDF format preferred but Microsoft Word is acceptable.

Your cover letter should provide a brief explanation of your interest in the position relative to your future educational and career goals. The strongest applicants will be clear about what they can contribute to the Heritage Program with specific reference to the position description. If you have any special skills or interests, please include those. The resume should outline the applicant's relevant experience and include contact information for two references familiar with the applicant's previous work or academic experience.

We will review applications received and will select some or all for interviews to be conducted at a mutually arranged time. Applications will not be kept on file after a decision is made. If you were not accepted in one round and still wish to be considered for the next round, you will need to **reapply**.

*The Presidio Trust is dedicated to representing the community it serves. We encourage candidates that will bring diversity to the Trust to apply.*

### **ABOUT THE PRESIDIO + THE PRESIDIO TRUST**

Guardian of the Golden Gate for more than 200 years, the Presidio endures as a place of service and possibility. Now a distinctive part of the national park system, this magnificent American landmark invites visitors to be inspired by its beauty and to participate in a variety of programs that draw on its history and natural resources. The Presidio is also home to a vibrant community of people who work and

live in the park. The Presidio is part of the Golden Gate National Recreation Area, one of the world's most extensive national parks in an urban setting, spanning over 80,000 acres on both sides of San Francisco's Golden Gate.

The Presidio Trust is an innovative federal agency created to preserve the Presidio and transform it for a new national purpose. The Trust's vision is that the Presidio will be forever a public place: vital to the Bay Area, important to all Americans, and recognized for achieving broad benefits for the nation. To learn more, visit [www.presidio.gov](http://www.presidio.gov).