

**Say Yes Buffalo Internship Program  
Posting Submission Form**

**Organization Name:** Martin House Restoration Corporation

**Location:** 143 Jewett Parkway, Buffalo NY 14214

**Website:** [www.darwinmartinhouse.org](http://www.darwinmartinhouse.org)

**Submitter Name:** Gina Neureuther

**Position Title:** Director of Education

**Email Address:** [gneureuther@darwinmartinhouse.org](mailto:gneureuther@darwinmartinhouse.org)

**Organization Description/Profile:** Frank Lloyd Wright's Darwin Martin House Complex preserves, interprets and promotes a world class, master-piece built for Wright's significant patron and friend, Darwin Martin; it is located in Buffalo, New York - a city of recognized architectural treasures. The Martin House offers a series of programs, including tours, educational experiences and special events.

**Position Supervisor & Title:** Gina Neureuther, Director of Education

**Email Address:** [gneureuther@darwinmartinhouse.org](mailto:gneureuther@darwinmartinhouse.org)

**Internship Title:** Programs Intern

**Internship Duties and Responsibilities:**

The Martin House Programs Intern will learn about and assist the programs department at the Martin House. The programs department is in charge of all public and community programs, including tours, rentals and education programs. The Marketing Manager is managed under the programs department, and the programs intern may have some responsibilities associated with marketing. The largest responsibilities will include assisting education programs and tours, most specifically the Martin House summer camp that runs the week of July 16 and July 23 2018. Rentals, tours and events are very busy in the summer, and the intern may be asked to chaperone tours, greet group tours, and assist with special events such as Bricks and Brews. Other additional responsibilities may be working on tour development, data analytics, social media assistance, lesson plan design and implementation and family program assistance.

The intern will be responsible for learning about the Martin House in an independent study through materials provided by the Martin House.

The selected programs intern will be open to new opportunities and have the ability to step outside of their comfort zone. We actively seek a dynamic intern with excellent interpersonal skills who is inspired by design, the Buffalo community and working with visitors of all ages.

### **Minimum Requirements**

- Full time college undergraduate student, in good academic standing
- Say Yes program scholar or past scholar
- Ability to work independently
- Good interpersonal skills and ability to work with others
- Interest in working with children, ages 6-13
- High level of integrity
- Warm demeanor with children
- Creative
- Ability to stand for long periods of time
- Able to lift 30 pounds
- Excellent writing
- Must be able to work some evenings and weekends

### **Intern takeaways:**

- A wide array of learning opportunities in a NY State historic site, and Buffalo cultural organization.
- Will learn about lesson plan design, implementation and assessment.
- Gain experience with visitors of all ages across the spectrum of tours, special events and education.
- Will learn valuable knowledge about architecture, art and design.
- Opportunity to work with dynamic team

### **Organization Takeaways:**

- Needed assistance during busy summer season
- Development of new programs

### **Duration of employment:**

- 20 hours per week, 10 weeks summer of 2018
- During the weeks of summer camp, there may be a need for more hours.

### **Compensation:**

- Internships will be paid - Hourly rate – TBD
- NOTE: Any determination regarding academic credit will be made by the intern's academic department.

### **Accommodations:**

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Organizations should indicate in their internship descriptions reasonable ways in which they can accommodate candidates with disabilities.

**To apply, submit:**

Resume  
Cover letter

**To:** [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org)

**Deadline:**

April 15, 2018