

# Say Yes Buffalo Internship Opportunity

## Position: Programs Intern

**Organization Name:** Martin House

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

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

**Organization Description/Profile:** The mission of Frank Lloyd Wright's Martin House is to preserve, interpret, promote and sustain an integrated composition of works-class architecture, design and landscape. The Martin House 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 Miano, Director of Education

**Internship Duties and Responsibilities:** The Martin House Programs Intern will be an integral summer staff member with the Programs Department at the Martin House. The Programs Department is in charge of all public and community programs, including tours, rentals, education programs and the visitor service experience for over 40,000 guests. In the summer of 2019, the programs intern will be responsible for three main areas: Visitors Services, Programs and Education. The programs intern will assist one day in the Greatbatch Pavilion interacting with visitors, assisting with group tours and acting as a liaison between the Martin House and the public. Rentals, tours and events are very busy in the summer, and the intern may be asked to chaperone tours, greet large groups, and assist with special events such as Bricks and Brews. The programs intern will work with the director of education on development and implementation of family programming, helping with our Family Fun Day on June 8, and will assist with the summer camp when needed. The Martin House is hosting a large in-bound Buffalo Trip and the programs intern will play an important role with implementation of this program over the weekend of June 15.

This internship is a great opportunity for individuals who are interested in non-profit management, hospitality, non-traditional education programming and museum work.

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**

- Say Yes Scholar in good academic standing (must be at least a rising Sophomore) or recent Say Yes graduate
- Ability to work independently

- Good interpersonal skills and ability to work with others
- Interest in working with children, ages 6-13
- Interest in working with the public
- 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
- Real work experience and the ability to be a part of several large projects and programs.

**Duration of employment:**

- 20 hours per week, 10 weeks summer of 2019 – exact start and end date will be decided upon by employer and hired intern.
- During the weeks of summer camp, there may be a need for more hours.

**Compensation:** Rate of pay is \$11.10/hour. NOTE: Any determination regarding academic credit will be made by the intern’s academic department.

**Accommodations:**

Due to the nature of the Martin House as a historic site, there is limited accessibility to many of the buildings. The Martin House is committed to offering opportunities to visit for all guests, including interns who may have a physical limitation. We do have wheelchair accessibility in some of the areas of the historic homes. Any intern with questions about accessibility should contact Gina Miano at [gmiano@martinhouse.org](mailto:gmiano@martinhouse.org)

**To apply:** Submit cover letter & resume to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org). **Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

**Deadline:** May 15, 2019

**Interviews:** Will take place after the submission deadline.