



WADDESDON

Internship Role Profile

Title:	Learning & Engagement Internship
Department:	Visitor Services
Reporting to:	Head of Learning & Engagement
Period Covered:	1 September 2021 to 31 March 2022, three days a week

Waddesdon Manor

Waddesdon is a Rothschild house and gardens set in the Buckinghamshire countryside just outside Aylesbury. It was created for Baron Ferdinand de Rothschild in the 1870s. Now owned by the National Trust, but managed by the Rothschild Foundation, it remains the epitome of 'Rothschild style'.

Waddesdon is a dynamic place shaped by three generations of Rothschilds, bringing together a world-class collection of art and decorative arts of the 18th century, displayed in original historic interiors including English 18th-century portraits, French 18th-century furniture and porcelain, books, drawings and works on paper, textiles and sculpture. Visitors today can still see Ferdinand de Rothschild's unrivalled collections, alongside contemporary art, and wander in the immaculate Victorian gardens. There is also a working aviary, wine cellars, shop, restaurants and a woodland playground.

Over 150 staff and more than 300 volunteers help mount special exhibitions, host educational visits, hold wine tastings, lead guided walks and talks, and run events throughout the year, including a magical Christmas season. Private events – parties, meetings and weddings – are held at the Dairy and Windmill Hill (private buildings on the estate) and at the Five Arrows, a Grade II listed boutique 16 bedroom hotel near the gates of the Manor.

All profits from the trading companies are covenanted to the Rothschild Foundation to support the conservation, collections and maintenance of Waddesdon as the highest quality visitor experience.

Overall Purpose of a Waddesdon Internship

An internship at Waddesdon will allow participation in some of the most exciting work in a nationally and internationally renowned institution. This will in turn give interns a number of formal and informal learning opportunities that will assist the recipients with their future careers.

Our aim is to ensure we open the doors of Waddesdon as wide as possible to the future curators, conservators, visitor managers, archivists, gardeners, facilities managers, chefs, waiting staff, stewards, cleaners, events managers, administrators and leaders we may need in the future.



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As well as developing talent in our own staff we would also like to give recent graduates, or those interested in working in a similar environment, an opportunity to learn first hand by working alongside us in our daily activities.

The Visitor Services Department

The Visitor Services Department is responsible for providing excellent customer service to our visitors. Within this department, the Education team look after formal school visits and family events.

Main Responsibilities of the intern

- To support the administration and delivery of formal school visits
- To support the preparation, delivery, and de-rig of family events
- To support the preparation and delivery of the 'Waddesdon Warblers' project
- With assistance, to create the Easter and Spring Holiday family programme
- To assist with the starting of the schools' Christmas display

Learning, Skills & Experience Offered (ie. learning outcomes)

- Insight into how the Waddesdon Education team devises and delivers its programme and balances the needs of different audiences.
- Communication skills- internally, and externally with a wide variety of audiences
- Administration and organisational skills
- Programme planning and delivery skills
- Hands on experience of education workshops with young people aged 4- 18
- Hands on experience of family and public events

Knowledge, Skills & Experience

- Excellent Communication Skills, both written & verbal.
- Computer skills – Word, Excel & Outlook as a minimum.
- Administrative and organisational skills
- Attention to detail
- Ability to work as part of a team as well as independently
- A special interest in heritage education

Terms & Conditions

- 22.5 hours per week, over three days
- Shared accommodation provided on the Waddesdon Estate
- An allowance of £10 towards food or petrol costs for each day of activity. There may be opportunities for paid employment in our other business areas that can run alongside the internship.
- A Waddesdon staff card
- Must be able to commit to the full internship from September 2021 to March 2022



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Application

To apply, please send a current a CV and a letter, maximum 2 pages of A4, outlining your interest in working at Waddesdon and a career in this sector, and suitability for the role in a letter. Your letter should be no more than 2 sides of A4 and sent to application@waddesdon.org.uk no later than 12pm on Friday 30 July 2021.

Interview will be planned for w/c 2 August 2021