

## **Dow Garden's Internship Job Description**

The Dow Gardens is a 110 acre public garden situated on the former Herbert H and Grace A Dow Estate. The Gardens exists today as an agency of the Herbert H and Grace a Dow Foundation. Our mission statement is as follow: The Dow Gardens exists to preserve the history, enhance the horticulture beauty and share the educational and leisure opportunities of the Herbert H. and Grace A. Dow Estate.

### **Internship Overview**

Our internship program will be an enhancement of real-world horticultural skills, hands-on training and exposure to all aspects of work associated in a public garden. The intern will have the opportunity to rotate through full time staff assisting with a wide variety of garden and event tasks. They will also complete a special project or enroll with a certain educational focus. Before departure, a presentation of their developed skills and knowledge will be presented to our staff. The interns will be provided with pay and housing

### **Expectations**

- Perform mandatory operational tasks necessary to maintain landscape in preparation for visitors and events
- Work with the advisement of a mentor on a special project or focus
- Develop time management and prioritization in regards to weather, public interaction, events, and daily operational tasks
- Set and execute goals in multiple working environments (parking lot, Children's Garden, Rose Garden, Ponds, Forest, etc.)
- Develop specific skill sets from various staff
- Achieve a basic understanding of various job aspects within a public garden (Public Relations, Programming, Mapping, IPM, Horticulture, Arboriculture)
- Demonstration and/or training on small and large equipment (mowers, bobcat, tractor, golf carts, chipper, etc.)
- Educate and communicate with garden guest (assist with giving tours, classes and answering questions)
- Learn specific IPM strategies and the demonstration of chemical safety
- Stay up to date on procedures, policies, training, safety that are introduced at the beginning of program
- Learn how to interface with visitors, give public tours and assist in educational classes
- Additional duties as requested
- 40 Hour work week for a semester or a working season (minimum of 14 weeks)
- A valid driver's license

### **Preferred Qualifications**

- Enrolled in a horticulture program or related field
  - Biology, Horticulture, Plant Sciences, Soil Sciences, Entomology, Forestry, Landscape Arch.
- Understands appropriate presentation and interaction with the public
- Education level considered
  - Junior in pursuing a bachelor degree
  - Second year in an Associate of Science
- Exposure to extreme working conditions