

Internship Opportunities at El Rancho de las Golondrinas

El Rancho de Las Golondrinas (LG) the Southwest's premier Living History Museum is located on 500 acres in La Cienega, a rural farming valley just south of Santa Fe, New Mexico. The museum opened in 1972 and is dedicated to the history, heritage, and culture of 18th and 19th century New Mexico. Original buildings on the site date from as early as the 1700s.

Today, the museum strives to preserve the legacy of the land and the cultural traditions of New Mexico. It welcomes over 55,000 guests per year, 20,000 of whom are children. The museum is open to the public June through October and hosts 7 Festival weekends each year, including a Spring, Harvest, Fiesta de los Niños and the Santa Fe Renaissance Faire, our largest event of the year.

Internships

El Rancho de Las Golondrinas is looking for enthusiastic, hard-working, team-oriented interns to work in various departments, including:

- Education, Tours and Volunteer Relations
- Events & Site Rentals
- Marketing and Development
- Museum Operations

Duties for Operations Internships may include, but are not limited to:

- Agriculture/gardening
- Animal husbandry
- Assisting with day-of-program needs and post-event cleanup
- Historic building maintenance
- Light historic building maintenance
- Other Duties as Assigned

Duties for Education, Events, and Development/Marketing positions may include, but are not limited to:

- Aiding in guest and volunteer services
- Aiding in the creation and implementation of new programs
- Attending meetings
- Attending and working all Festival Weekends
- Computer work including data entry, document creation, spreadsheet creation
- Creating social media/newsletter content
- Manning tables at community events
- Participating in program evaluation
- Preparing documents/welcome packets
- Preparing materials and supplies
- Special event coordination and setup
- Other duties as assigned

Qualifications/Requirements

An internship with LG is ideal for candidates with an interest in New Mexican and American History, Native Culture and History, Education, Anthropology/Archaeology, Arts Management, Social Studies, Agriculture, Historic Preservation, Theater, Museum Studies, Marketing, Event Planning, and Small Business or Nonprofit Management.

For Administrative internships, candidates should demonstrate excellent writing, organizational, and communication skills as well as computer literacy. Operations interns should demonstrate a passion for the outdoors, ability to perform a number of physical tasks such as landscaping, minor repairs, maintenance, feeding livestock and mud plastering.

All internship candidates will possess the ability to take direction and work independently, as well as part of a team, and be able to perform light to moderate physical tasks in both indoor and outdoor settings. All should display time management skills and be able to take initiative.

Schedule

El Rancho de Las Golondrinas is open to the public and busiest June through October; ideally, internships would fall somewhere between May and November. Internships are 40 hours a week, including Festival weekends and possibly some evening events (hours vary during events). Schedules will be determined on a case-by-case basis.

Compensation

Interns will earn \$15.00 per hour.

How to apply

Please send an email indicating your area of interest and any experience that makes you a good candidate for the program. If you have one, please include a current resume and send to:

Laura Griego
Director of Education & Volunteers
laura@golondrinas.org
505.471.2261 x 212

**Please note that those 18+ are required to complete a basic background check.*