



## Craft Education Internship Position Description- 2018

### Overview:

North House Folk School is a dynamic, educational nonprofit committed to teaching traditional northern crafts while fostering lifelong learning. Our mission is to enrich lives and build community by teaching traditional northern crafts in a student-centered learning environment that inspires the hands, the heart, and the mind. The school's curriculum emphasizes hands-on learning and includes courses ranging from timber framing to northern ecology, birch bark weaving to artisan bread baking.

The North House campus is located in northeastern Minnesota on the shore of Lake Superior and includes historic timbered workshops (formerly warehouses), a timber framed teaching kitchen and classroom building, a blacksmithing shop, a school store, and a 50' gaff-rigged schooner. During a typical year, over 100 regional artisans and crafts-people are featured as instructors.

### Internship Program Vision:

North House Folk School's Internship program is dedicated to advancing the future of traditional northern craft by engaging participants in the world of craft education. The internship program focuses on giving participants a breadth of experiences to equip them in their development as effective educators, craft artisans, and non-profit administrators. Interns develop traditional craft skills through coursework and practice in a range of core craft areas. Education and non-profit administration skills are developed through work on classroom coordination, administrative support, public engagement and educational outreach. It is North House's goal to support internship participants in their discovery and exploration of the worlds of artisan craft and folk education, setting the stage for their continued professional development as artisans, educators, and non-profit administrators into the future.

### Duties:

The ideals of teamwork, dedication, responsibility, efficiency and creativity are central to the success of the organization. The internship's work schedule and time commitments are divided among various roles, each of which is directly connected to the daily affairs and realization of the mission of campus. Tasks could include but are not limited to the following:

#### Public Outreach/Education

- Charismatically welcome visitors to campus providing interpretation of North House's history and mission.
- Host weekly community potlucks for students and instructors, including wood-fired pizza gatherings in the warmer months.
- Assist, plan & lead public programs for variety of audiences ranging from children to adults.

- Prepare for and actively instruct weekly summer classes in Wood-Fired Baking, Timber Framing and potentially other areas.
- Participate in the North House's sailing program as a deckhand on the 50' double gaff-rigged schooner, Hjordis.

### Operations Support

- Ensure program success by helping to prepare and maintain classrooms and helping instructors in set-up and break-down of courses.
- Provide assistance and leadership in the front office, completing school store duties, answering phones, registering students, providing general administrative support and excellent service for students, customers and visitors.
- Participate in hosting multiple seasonal special events by coordinating a range of event details including assisting with event auctions, coordinating speakers, managing food, etc.
- Provide assistance and gain exposure in different areas of non-profit operations dependent on organizational needs.
- Actively contribute in day to day tasks and maintenance of campus.

### Traditional Craft Immersion

- Explore the world of traditional northern crafts via North House's curriculum, special events, and public programs
- Purposefully build and develop individual skills by participating in self-selected coursework
- Engage public to explore the world of traditional craft through live demonstrations in the outdoor commons during summer months
- Participate in intern-only master coursework with North House core instructors while helping address campus facility needs (i.e. making benches, stools, or similar items).
- Connect with 120+ talented and knowledgeable instructors visiting campus each year
- Complete a culminating traditional craft project (your "sloyd project") integrating an area of personal interest, North House's mission, public outreach and a unique craft initiative that is compatible with the schedule, space and resource availability in the fall season.

### Ideal Qualifications

North House is seeking organized and enthusiastic individuals with a passion for traditional craft and experiential education. Previous experience leading small group & experiential learning programs, managing classroom & administrative projects, engaging & learning traditional northern crafts, and speaking with the general public are all essential. Interns are expected to maintain high standards, take ownership and pride in their responsibilities and show self-initiative in enhancing their skills.

Applicants should have:

- Excellent verbal and written communications, organizational and computer skills.
- Documented success managing independent projects and engaging administrative duties.
- Confidence developing working relationships with instructors, volunteers and co-interns.

- A college degree, multiple years of college-level coursework or similar life experiences with exposure to appropriate topics.
- Ability to be highly flexible, energetic, self-motivated, and have a good sense of humor
- Availability to work full time and with odd schedules (two days off per week, not always consecutively, some evenings)
- Willingness to live on campus in a four-bedroom intern loft apartment and be immersed in the rhythm of campus life.

### Compensation

\$450/month paid living stipend, \$2500 tuition & materials credit towards participation in selected courses, and up to \$500 for “sloyd project” expenses. Housing in harbor-side, timber-framed, solar-hot-water heated intern loft with three other interns (shared living space, private bedrooms). Includes utilities and internet. As compensation is paid, North House’s intern program is currently not open to international candidates (as defined by US Labor laws).

### Position Dates

Jan 24<sup>th</sup> to Nov 20, 2018, duration 10+ months, four positions available. Five vacation days available depending on the program schedule. Five days of paid professional development or field time.

### Physical Requirements

Position requires an ability to lift and carry 50 pounds, move around easily on the deck of a moving sailboat, utilize hand and power tools, climb ladders, work occasionally immersed in dust and flour, and stand upright for a number of hours every day. All interns sail aboard North House’s schooner Hjordis and thus are required to participate in a Coast Guard mandated drug testing program. Initial drug tests are administered at the start of the sailing season and random testing is done throughout the season.

### Equal Opportunity

North House Folk School is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual’s race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status, familial status, ancestry, sexual orientation, gender identity, gender stereotypes, genetic information, status with regard to public assistance or any other status protected by applicable law.

North House Folk School welcomes and encourages applications by individuals from underrepresented groups in the field of traditional Northern craft.