



## **Position Announcement**

### ***Program Internship 2012***

#### ***Campus Program Host/Craft Concentration/Administrative Support***

North House Folk School, Grand Marais, MN

Updated: August 2011

#### **Overview:**

North House Folk School is a dynamic, young, educational nonprofit committed to teaching traditional northern crafts while fostering lifelong learning. 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 two historic timbered workshops (formerly warehouses), two recently-built rustic timbered classroom buildings, a timbered blacksmithing shop, a small house, and a 50' gaff-rigged schooner. During a typical year, over 100 regional artisans and crafts-people are featured as instructors. Interns play an active role in day-to-day campus coordination and administrative support while also developing traditional craft skills.

#### **Duties:**

Support and participate in the mission/vision of the North House Folk School: "enriching lives and building community by teaching traditional northern crafts in a student-centered learning environment that inspires the hands, the heart and the mind." 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 of campus.

- **Campus Program Host** - hands-on role welcoming visitors and students, ensure program success by preparing and maintaining classrooms, participate hosting multiple seasonal special events, host wood-fired pizza potlucks for students, engage campus improvement/maintenance projects, sail aboard the schooner Hjordis.
- **Traditional Craft Concentration** – explore the world of traditional northern crafts via North House's curriculum, expanding individual skills, participating in courses, cooperating with instructors, undertaking leadership role in one of the following public program areas: Bread Baking Mini Workshops, Birch Hand Craft Mini Workshops or Lake Superior Sailing Excursions aboard schooner Hjordis.
- **Administrative Support-**  
Office Aide - assist with front office projects, school store operations, answering phones, registering students, distributing catalogs and providing general media and administrative support. *All interns will participate in office support.*  
Assistantship Role – through staff mentorship gain in-depth exposure to and development of skills unique to a specific area of non-profit operation, emphasis in one of the following areas – Administrative/School Store; Communications/Media; Campus/Workshop. *Each intern will be assigned one of these three areas of focus.*

(continued on reverse)

**Ideal Qualifications:**

Exposure to/interest in traditional northern crafts, hands-on learning and community-focused programs. Experience facilitating small-group learning & public speaking. Background in engaging office projects that support education programs. Confidence developing working relationships with instructors and volunteers. Ability to maintain motivation while working independently.

Documented success managing multi-stage projects. Multiple years of college-level course work or similar post-high school life experience with exposure to appropriate topics. Excellent verbal/written communications, organizational and computer skills essential. Availability to work full time (40 hours/week, Wed-Sun, some evenings, some rotating Monday duties) and willingness to live on campus immersed in the rhythm of campus life.

**Compensation:**

\$400/month paid stipend plus \$300/month tuition credit towards participation in selected courses. Housing in harbor-side, timber-framed, solar-hot-water heated intern loft (with two other interns – shared living space, private bedrooms). Includes utilities, local phone, 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:**

February 15 to November 21, 2012, duration 9+ months, three positions available. Five days of paid "time off" available depending on the program schedule.

**Inquiry & Application Timeline:**

Info packets available – August 15, 2011. Applications must be submitted by closing date – October 14, 2011. Interviews take place during the two-three weeks following the closing date.

**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, and stand upright for a number of hours every day. Interns who sail aboard the schooner Hjordis are also 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.

**Contact us:**

Please request an information packet before applying. Send your cover letter, resume, and references to: North House Folk School, PO Box 759, Grand Marais, MN 55604 (218) 387-9762, [info@northhouse.org](mailto:info@northhouse.org), [www.northhouse.org](http://www.northhouse.org).