



## **Position Announcement**

### ***Craft Education Internship 2014: Public Outreach/Craft Immersion/Operations Support***

North House Folk School, Grand Marais, MN

Updated: August 2013

#### **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), a timber frame "Fish House" classroom building, 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.

#### **Internship Program Vision**

North House Folk School's Internship program is dedicated to preserving the future of traditional craft by nurturing an interest in craft education & hands-on learning. Interns increase their awareness of and exposure to various responsibilities involved with non-profit education and program management. Interns play an active role in day-to-day campus coordination, public outreach 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 and educational vision of campus. Tasks could include but are not limited to the following:

#### **Public Outreach/Education**

- Welcome visitors and public to campus providing interpretation of North House history and mission, as well as guiding campus tours
- Host weekly wood-fired pizza potlucks for students and instructors
- Teach public programs for variety of audiences ranging from children to adults
- Participate in instructing weekly summer mini courses in core craft areas such as: Wood-Fired Baking, Timber Framing, Sailing, Basketry, etc.
- Participate in the North House sailing program as a deckhand on the 50' gaff-rigged schooner, Hjordis

## **Traditional Craft Immersion**

- Explore the world of traditional northern crafts via North House's curriculum, special events, public programs and intern specific coursework
- Purposefully build and develop individual skills by participating in self-selected coursework with the core of this learning happening during the first third of the internship
- Engage public to explore the world of traditional craft through live demonstrations in the outdoor commons during summer months
- Connect with 100+ talented and knowledgeable instructors visiting campus each year
- Opportunity to pursue culminating craft "sloyd" project of personal interest that is compatible with North House schedule, space and resource availability

## **Operations Support**

- Ensure program success by preparing and maintaining classrooms and helping instructors in set up and break down of courses as needed
- Assist with front office projects, school store duties, answering phones, registering students, providing general administrative support as well as excellent student/customer care
- Provide assistance and gain exposure in different areas of non-profit operations dependent on organizational needs
- Participate in hosting multiple seasonal special events
- Actively contribute in day to day tasks and maintenance of campus

## **Ideal Qualifications**

North House is seeking dynamic, organized and enthusiastic persons with a passion for traditional craft and hands-on education! Previous exposure to northern craft, experience facilitating small group learning and public speaking 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.

Excellent verbal/written communications, organizational and computer skills. Documented success managing multi-stage projects and background in engaging office projects that support educational programs. Confidence developing working relationships with instructors and volunteers. A college degree, multiple years of college-level course work or similar life experiences with exposure to appropriate topics. Applicants should be flexible, energetic, focused and fun! Availability to work full time (40-45 hours/week, Wed-Sun, some evenings, some rotating Monday duties). Willingness to live on campus immersed in the rhythm of campus life.

## **Compensation:**

\$400/month paid stipend plus \$250/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:**

Feb 5 to Nov 26, 2014, duration 9+ months, three positions available. Five days of paid "time off" available depending on the program schedule.

**Inquiry & Application Timeline:**

Info packets available – September 1st, 2013. Applications must be submitted by closing date – October 15, 2013. Interviews take place during the two-three weeks following the closing date. Applicants are required to submit a portfolio of their work as it relates to northern craft.

**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. 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.

**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).