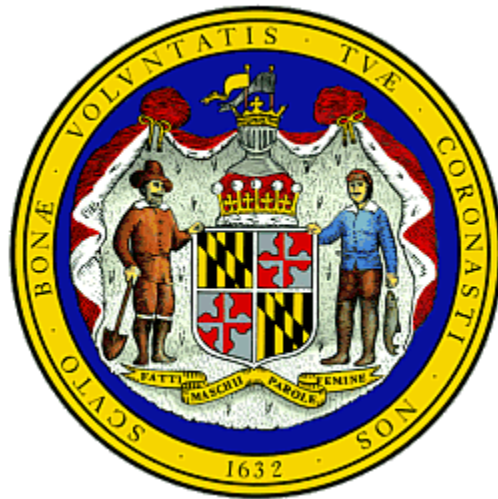


Interpreter Apprentice



Information Packet

**HISTORIC ST. MARY'S CITY
SUMMER INTERPRETER APPRENTICE INFORMATION PACKET**

REQUIREMENTS

- Must be between the ages of ten and seventeen.
- Must submit a complete application package by Friday, May 24, 2019.
 - One page essay on why they want to take part in the program.
 - One letter of recommendation from someone other than a relative.
 - Completed Application Form (attached).
- Must be available for a minimum of two days a week, three to four hours a day (negotiable).
- Must work at least one weekday (Wednesday – Friday).
- Must be able to participate in the program for one summer season (June through August).
- Must be able to assist in completing his/her 17th-century costume (stitch work, patching, etc).
- Must be able to perform physical labor including working with tools, carrying water, etc.
- Must be willing to meet the expectations outlined in the position description (attached).
- Must pay the \$100.00 registration fee by the start of season/ program. (If at WIH, participant will assist with the purchase of an HSMC polo shirt which will be subtracted from the total of the registration fee.)
- *Fees are non-refundable.*

APPLICATION PROCESS

Interviews

After an initial review of the application package, a limited number of youth will be selected for interviews. The interview will take place in three parts:

Part I. The applicant and parents will be given a brief tour of the site at which the applicant is interviewing.

Part II. The applicant, parents, and supervisors will return to an office to discuss time commitment, availability, and expectations of the program for interviewee and interviewers.

Part III. Parents will be excused for the second part of the interview. The applicants will be interviewed, asked several questions to determine their poise, maturity, communication skills, and attitude towards the program.

Notification of Acceptance/Rejection

Notification of acceptance or rejection will be made within two weeks of the interview.

Please send applications to Aaron Meisinger (either email or conventional mail accepted)

AaronM@digshistory.org

**HSMC c/o Aaron Meisinger
PO Box 39
St. Mary's City, MD
20686**

PROGRAM OUTLINE

Training

Training is ongoing and, as with everyone who works at Historic St. Mary's City, there is always something new to learn! Training prepares participants to be interpreters at HSMC.

Each participant will have a staff person assigned to guide him/her toward constructive improvement and fulfillment of the position. Training will involve tour presentations, homework, and on the job learning which will include using 17th-century tools and performing 17th-century tasks, including, but not limited to weed pulling, sewing, and simple woodworking. The candidate will receive a training manual and on the job training will include how to interact with the public, especially children and families.

Costumes/Uniforms

It is important that participants understand the value of a historically correct costume and/or uniform as an interpretive tool as well as its monetary cost.

One of the requirements for the program will be that each participant will assist with the construction of his/her own 17th-century costume, under the guidance of the wardrobe department and the site supervisor (or if working at the Woodland Indian Hamlet assist with the purchase own uniform). Once the costume/uniform is approved, the participant will wear it on site.

Each participant and his/her parents will be responsible for the cost/purchase of his/her shoes. Program coordinators will let participants and parents know the style of shoes required and where they can purchase them locally.

Evaluation

Worksheet

At the end of training, each participant must be able to successfully complete a *What I know, what I think I know, and what I need to know* worksheet. This worksheet includes questions designed to measure the understanding of the historical content and information used at the museum, policies and procedures, safety issues, the background and mission of Historic St. Mary's City.

Journal

All participants in the program will be asked to keep a journal or log book outlining their experiences, activities, feelings and reactions about the program.

Performance

One performance evaluation will be completed for each participant. The evaluation will take place near the end of the program. The evaluations are designed to encourage personal growth and will include constructive suggestions for improvement. The evaluations will measure the participant's ability to meet the duties and responsibilities outlined in the position description.

If at any time, a participant fails to meet expectations of the guidelines listed in the performance evaluation, or does not meet the time commitment, or does not adhere to standard Historic St. Mary's City policies and procedures, a meeting of the site supervisor, participant, parents, and the Interpretative Programs Manager will be convened for the purpose of clarifying the problem. Participants who do not conform to the expectations of the program will not be permitted to continue.

Position Description

As an Interpreter Apprentice you will:

- Participate in program for one museum season (June - August).
- Interpret in costume the various aspects of 17th-century life.
- Participate in and conduct tours, demonstrations, and daily 17th-century tasks.
- Learn the history of early Maryland.
- Learn how to interpret to the public.
- Assist in completing your own 17th-century costume.
- Keep a weekly journal of your activities and opinions about their time at HSMC.

Percentages:

80% - period interpretation

- 50% general interpretation, speaking to visitors, hands on study.
- 20% interpretive maintenance, animal husbandry, gardening.
- 10% special events, demonstrations, tours

20% - non period maintenance, training, research.

The program supervisor is:

- Aaron Meisinger
Office phone: 240-895-4978
Cell: 301-904-2573
Aaronm@digshistory.org

**HISTORIC ST. MARY'S CITY
INTERPRETER APPRENTICE
APPLICATION FORM**

Last Name	Middle Initial	First Name
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Address	City	State	Zip Code
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Date of Birth	Grade Level (as of current year)
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Home Phone	Second Phone Number
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Email address

List any hobbies, interests, or special activities in which you have participated:

- If accepted, I understand I will pay the \$100.00 registration fee.
- If accepted, I understand I am to assist in completing a costume to wear.
- If accepted, I understand and will adhere to the rules provided, time commitment, journal completion, mid-season project and progress evaluations.

Signature of Guardian/Parent	Date
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Incomplete application packages will not be considered.
(Complete application includes one page essay on why you want to participate in this program.)

**HISTORIC ST. MARY'S CITY
INTERPRETER APPRENTICE
REFERENCE FORM**

*Please include the enclosed recommendation form completed by someone other than a relative.
(teacher, family friend, neighbor etc.)

Applicant's Name: _____

The person named above is being considered for a position in the Interpreter Apprentice program at Historic St. Mary's City. Those chosen will enhance the museum's living history program by interpretively representing the presence of children on a 17th-century landscape. They will actively interact and communicate with the visiting public. Please answer the following questions as completely as possible. *Feel free to attach additional pages if necessary.*

Why do you feel this applicant belongs in the *Interpreter Apprentice* program?

What characteristics do you feel make this applicant a strong candidate for this program?

Please give your name and relationship followed by the number of years you have known the applicant.