

# Interpreter Apprentice



# Information Packet

# HISTORIC ST. MARY'S CITY (HSMC) SUMMER INTERPRETER APPRENTICE INFORMATION PACKET

## WHAT IS A SUMMER INTERPRETER APPRENTICE?

### **A Summer Interpreter Apprentice is an opportunity:**

- for school children to get an enriching experience of learning how to interpret, or teach the public.
- to learn how to do various tasks performed by our forefathers on the original landscape.
- to experience a taste of how the museum profession works.

### **Interpreter Apprentices will:**

- participate in the program for one museum season (June - August).
- interpret in costume the various aspects of life for those that lived here hundreds (and in some cases, thousands) of years ago.
- participate in and conduct tours, demonstrations, and daily period tasks.
- learn the history of early Maryland.
- learn how to interpret to the public.
- learn the value of having a proper uniform or period costume.
- keep a weekly journal of 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.

## REQUIREMENTS

- Must be between the ages of ten and seventeen.
- Must submit a complete application package by Tuesday, June 7, 2022.
  - 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).
- If working at the Waterfront or Town Center, must be able to assist in completing his/her 17<sup>th</sup>-century costume (stitch work, patching, etc). If stationed at the Woodland Indian Hamlet, the participant will be supplied with an HSMC polo shirt.
- 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 registration fee by the start of the season/program. This fee offsets the cost of the period clothing and polo shirts.
  - *Fees are non-refundable.*

## DESCRIPTION OF PROGRAM

### 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 17<sup>th</sup>-century tools and performing 17<sup>th</sup>-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
- One of the requirements for the program will be that each participant will assist with the construction of his/her own 17<sup>th</sup>-century costume. The participant will need to supply their own pair of generic black and comfortable shoes.
- If in uniform (at the Woodland Indian Hamlet), HSMC will supply the polo shirt for the participant. Under the guidance of exhibit staff, the participant will wear clothes that are HSMC standard ( i.e. khaki pants or shorts ).

### Required Activities

- **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.

## **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:

1. The applicant and parents will be given a brief tour of the site at which the applicant is interviewing.
2. The applicant, parents, and supervisors will return to an office to discuss time commitment, availability, and expectations of the program for interviewee and interviewers.
3. 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)**

[aaron.meisinger@maryland.gov](mailto:aaron.meisinger@maryland.gov)

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



**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 17<sup>th</sup>-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.**