

# Walking Tour Program Internship

Application Deadline: 11:59pm on Sunday, March 10, 2024

Questions: [intern@thevalentine.org](mailto:intern@thevalentine.org)

**Position Description:** The Education & Engagement department is seeking an intern to develop and update neighborhood walking tours for public and private groups. The interns will work closely with the Adult Program and Tours Manager as well as the tour guide team. The Valentine gives a wide range of historical walking tours analyzing the landscape and stories of Richmond's rich and varied neighborhoods. This internship offers students an opportunity to work both independently and collaboratively to gain hands on experiences in collections research, script organization and training. You will take a project from an idea to final product while learning more about the city of Richmond and its diverse stories.

**Duties Include:**

- Organizing and updating existing tour scripts
- Researching and writing an original tour script, including planning a route
- Conducting research in the Valentine archive for images and supplemental materials
- Leading a training with current Valentine tour guides

**Qualifications include:** Candidates pursuing a degree in any field may apply. Strong research and writing skills, combined with an interest in local history, public art, and architecture, are required. Due to the nature of the tour program, candidates must have reliable transportation to navigate the city independently for research and tour route planning.

**Wage & Hours:** Grant funded stipend available in the amount of \$1500.00 per semester. Flexible schedule, approximately 10 hours per week.

*The mission of the Valentine is to engage, educate, and challenge a diverse audience by collecting, preserving, and interpreting Richmond's history.*

