Robert Frederick Smith
Summer 2023 Internships
Offsite at Whitney Plantation

EDUCATION PODCAST (1 POSITION)
Whitney Plantation – Edgard, Louisiana

Whitney Plantation educates the public about the history and legacies of slavery in the United States.

Position Description:
In 2021, Whitney Plantation launched Tilling the Soil, a multi-episode podcast detailing the unique position of Whitney Plantation Museum, an 18th-Century sugar plantation dedicated to sharing the history of slavery in the United States from the perspective of enslaved people. Since its launch in July 2022, Tilling the Soil has amassed over 2,300 unique listeners from over 30 different countries, as well as garnered massive attention from museum and public history circles, as well as Whitney’s many visitors and supporters, and the general public. In this new internship position, the Podcast intern will work with Director of Education Amber Mitchell on the planning and development of season 2 of the Tilling the Soil podcast, including serving in an assistant producer role.

The intern will serve a critical role in the continued development of Whitney Plantation’s distance learning materials, which includes the Tilling the Soil podcast, a 360 tour, audio tour, teacher curriculum materials, and guided virtual engagement – all currently in process. Tilling the Soil allows Whitney Plantation staff to expand on the histories told onsite and encourage critical thought on the process of doing history for and within the public eye.

Sample of Intern Duties:
- Work with Director of Education and other Whitney staff on scoping of episodes for season two, themes, possible guests, and discussion questions
- Serve as the primary scheduler for guests and recording schedule, reaching out to guests with details, answering questions
- Act as assistant producer, assisting with episode and marketing strategy, contacting potential guests, creating recording schedule, timelines, and developing scripts and/or discussion questions
- Assist in developing the marketing materials and plan for distribution in collaboration with the Director of Education and Marketing staff
- Research slavery-related topics for possible episode ideas and topic experts
- Create a work plan for podcast planning and marketing
- Draft discussion questions for episodes
- Prepare a manual for future podcast interns, with ideas for potential topics and content

Learning Outcomes:
- Understand how to translate complex historical topics into a radio-style storytelling format for a general audience
- Learn to perform the administrative aspects of podcast and program management.
- Understand the History of Slavery at a Louisiana Sugar Plantation and its legacies and impact
- Understand how to create marketing plans, approach partners and collaborators for projects
• Understand how to manage projects, meet due dates and expectations, and communicate needs in a business setting
• A portfolio, including reports on completed projects, supervisor feedback, and examples of work products, including experience in using Asana, Slack, Microsoft Office Suite, Captivate, and sound editing software for future career use

Prerequisites:
• Demonstrated interest in African American history and culture
• Valid U.S. driver’s license

Transportation:
• Whitney Plantation is located about an hour outside New Orleans, LA and not accessible by public transportation
• Additional funding may be available to offset rental car expenses if needed
• Neither NMAAHC nor Whitney Plantation can arrange or fund personal travel expenses directly

Work Environment: Whitney Plantation is located in Edgard, Louisiana. The museum grounds are approximately 50 acres and tours are conducted predominately outside, in all weather conditions. Interpreters conduct tours in all weather conditions, on gravel pathways, in and around historic 18th and 19th century structures. Interns should expect to wear climate-appropriate shoes and work clothing while onsite and working with visitors.

The Education Department is a small, but mighty team that is passionate about sharing the history of slavery in the US with students and teachers. Interns will expected to be in a collaborative environment that is fast-paced but deliberate in crafting programming and experiences that are appropriate for the material and the audience. Interns can also anticipate assisting with Education tours for school age group under the direction of Education staff.

Tentative Schedule:
Starting Between May 22 and June 2, 2023; Monday through Friday 10 am to 3:30 pm
Office Holidays include August 23, recognizing International Day for the Remembrance of Slavery
Occasional weekend days for program support may be required.

COVID-19 Vaccine Requirements:
COVID-19 Vaccine is strongly encouraged but not required

Eligibility:
Applicants must be authorized to work in the United States. Whitney Plantation is unable to sponsor visas for international applicants.

Success:
Successful interns will be outspoken communicators who like to explore new possibilities for learning outside of traditional boxes while practicing brave inquiry and sharing their passions. Important skills include active listening, easygoingness, willingness to experiment with new ideas or ways of doing things, independently driven, able to find things that inspire across topics/abilities and help translate that into something relevant and useful for their current work.