

# Stepping Stones – Historic Home of Bill & Lois Wilson

*A National Historic Landmark Since 2012*

Stepping Stones Foundation, 62 Oak Road, Katonah, NY 10536

**High School Apprenticeships, College Internships, and Graduate Fellowships**

**Updated 12/2/2021**

**Stepping Stones is a small nonprofit organization with a staff of five. Internships are unpaid.**

**Hours:** A minimum of 8 hours per week for at least four weeks.

**Location:** At the historic site in Katonah, NY in northern Westchester County, with potential for some remote assignments.

**Reports to:** Executive Director, Site Operations Manager, Archives & Collections Manager, Foundation Assistant, and Executive Assistant.

**Description:** The position will be tailored as much as possible to the student's individual interests and will be an opportunity to learn about the different facets of a historic landmark's operations. The position may include assistance with several or all of the following areas:

- Archival Manuscript & Photographs Collection, Digital Archive & Research
- Historic Object Collections Care & Historic Housekeeping Team
- Welcome / Orientation Center, Shop, Visitor Services & Tour Operations
- Office & Clerical Assistance
- Communications & Marketing, Public Relations, Publications, Community Relations, Play Programs, Virtual Events, Annual Picnic, Other Programs & Fundraising
- Historic Garden & Grounds Team

**Apply with cover note and resume to [info@steppingstones.org](mailto:info@steppingstones.org)**