

## Frequently Asked Questions about Denver Botanic Gardens' Internships

### How long are the internships?

- The paid summer internships in **plant records**, the **Chatfield CSA**, **horticultural therapy** and **horticulture** are 10-12 consecutive weeks during the summer.
- **Education** and **interpretation** internships are typically 200 hours and are built around a schedule suitable to both the intern and the supervisor.
- **Research internships** are 10-12 weeks during the summer field season starting in May. Unpaid internships offer a flexible schedule with regards to both length and hours per week.

### Are there minimum requirements to be an intern?

Our horticulture, horticultural therapy, Chatfield CSA and plant records internships are designed for students who have completed several introductory level horticulture courses and are interested in exploring a career in public horticulture. Horticulture and CSA interns should also have the ability to lift 30 pounds and must have a basic knowledge of gardening techniques and terminology.

If applying for an internship in **horticulture**, **horticultural therapy** or **plant records**, successful completion of a basic botany or introduction to horticulture class and at least one plant ID class is required. Additionally, a minimum of two courses in the following topics are required: soil science, greenhouse management, floriculture, irrigation principles, IPM, organic crop production, plant physiology and/or plant propagation. In addition to the course work listed above, plant records applicants must have a working knowledge of AutoCAD.

To be considered for an internship with the **Chatfield CSA**, applicants must have successfully completed a basic soil science or introduction to organic crop production class and at least one plant ID class. Additionally a minimum of two courses among the following topics are required: organic soil fertility, general horticulture, Integrated Pest Management (IPM), irrigation principles, plant physiology and/or plant propagation.

Requirements for a **research internship** include basic knowledge of plant biology, plant identification and ecological field methods. The intern must be currently enrolled in, or have recently completed, a college program in botany, biology, environmental studies or a related field.

The **education internship** requires that applicants be currently enrolled in, or have recently completed, a college program (including graduate programs) in teacher preparation (or similar field). Hands-on classroom experience and curriculum development experience is desired.

Applicants for **interpretation internships** should be enrolled in, or recently graduated from, a museum studies program or a public horticulture program that includes coursework in education and interpretation. Experience writing labels, exhibit copy and/or tours is required.

### How do I apply for an internship?

Horticulture, horticultural therapy, Chatfield CSA and plant records applicants may fill out an application form and email it along with letters of reference and resume as outlined on the



application form to [hr@botanicgardens.org](mailto:hr@botanicgardens.org). If emailed, all application materials must include your name and the word "internship" in the subject line. Application materials can also be sent via regular mail to:

Denver Botanic Gardens  
Attn: Human Resources – Internships  
909 York St.  
Denver, CO 80206

All application materials must be received by due date to be considered. Job descriptions and application form information for all internships are available on our website. Application requirements for research, education and interpretation internships are included in the job posting.

### **Is this a paid internship?**

**Horticulture, horticultural therapy, research, Chatfield CSA and plant records interns** are considered full-time, seasonal Denver Botanic Gardens employees and as such are expected to participate fully in the day-to-day activities of the institution. They receive compensation for the hours that they work/study, with the exception of unpaid interns. Unpaid interns may be eligible for college credit. Additional details are included in the job descriptions.

### **What happens after I submit my application?**

Horticulture, horticultural therapy, Chatfield CSA and plant records applications will be reviewed by the internship committee. Top candidates will be contacted for a phone interview. For **horticulture internships**, finalists will be asked to rank the available projects and specialized gardening opportunities so that they can be matched to an area of interest. All candidates will be notified by mail, email or phone of the status of their application. Typically positions are filled by the second week of March.

**Research intern** finalists should expect to be interviewed by phone, with the position being filled in March.

### **Is housing provided?**

Denver Botanic Gardens does not provide housing, but we do provide a list of contacts who are willing to provide housing in return for work around the yard, etc. Interns are welcome to contact these people directly.

### **What are the projects or specialized gardening opportunities available to horticulture interns?**

While the majority of the horticulture internship is devoted to hands-on public gardening, each intern also works on a small project. Projects change from year to year. Intern positions may be based at the York Street site or the Chatfield location.

### **What hours are interns expected to work?**

**Horticulture, horticultural therapy, Chatfield CSA and plant records interns** work a 40-hour week. Specific hours will be worked out on an individual basis with your mentor. Generally, horticulture and CSA interns can expect to start at 7 or 7:30 a.m. Most other internships start around 8 a.m. Occasionally, interns are required to start earlier or end later due to special activities, but typically days will be eight hours with an unpaid lunch break.



**Research interns** work 40 hours per week. Field work days generally begin at 6 or 7 a.m. and may last up to 12 hours. Most field work trips require one or more nights spent near the site. Interns will either camp with staff or lodging will be provided. Office days will be eight hours with an unpaid lunch break, but can have a more flexible start time.

**Education and interpretation interns** work approximately 200 hours during the internship time. Their specific schedule is created in consultation with their mentor and can be affected by the intern's schedule and project.

### **Can interns attend classes at Denver Botanic Gardens?**

Classes are open to interns and other Denver Botanic Gardens employees at no charge (other than a materials fee), provided there is enough room.

### **What should I bring with me?**

We provide all the tools needed as well as uniform t-shirts. We recommend that you bring a water bottle; sturdy closed-toe shoes; clothing appropriate for a public-facing job, such as khakis, walking shorts or jeans; rain gear; a wide-brimmed hat and plenty of sun block. Short-shorts and low rise pants are not appropriate for work at the Gardens. Some field trips are at altitude and a jacket is advised.

Field work for **research interns** necessitates a water bottle, sturdy closed-toed shoes, sturdy pants for field work in low brush, rain gear, a hat and sun block. All meals except the first will be provided during field work trips. Interns must pack a lunch for the first day of each trip. Camping gear will be needed for certain trips.

### **What transportation is available?**

Denver has a fairly good public transit system as well as numerous bicycle trails. Denver Botanic Gardens will provide transportation for all field trips.

### **Besides working, what else is there to do in Denver?**

Glad you asked! The Rocky Mountains and a wealth of hiking, camping and fishing opportunities are just minutes away. Denver is also home to the Rockies baseball team. The Denver Zoo, Denver Museum of Nature and Science, IMAX and the Denver Art Museum are just blocks away from the York Street location. Denver also has a terrific amusement park, an aquarium, great music venues and much more. <http://www.denver.org/what-to-do>