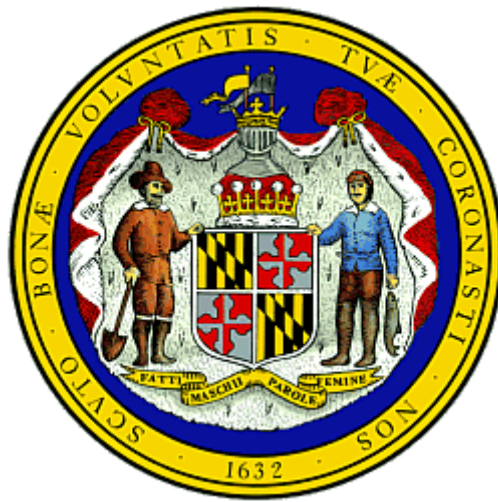


# Terra Mariae Society



## Information Packet

HISTORIC   
ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT  
MARYLAND'S FIRST CAPITAL

# HISTORIC ST. MARY'S CITY TERRA MARIAE SOCIETY INFORMATION PACKET

## REQUIREMENTS

- Must be between the ages of eleven and seventeen.
- Must submit a complete application package by February 15<sup>th</sup>, 2019.
  - One-page essay on why he/she wants to take part in the program.
  - One letter of recommendation from someone other than a relative.
  - Completed Application Form.
- Must be available two days a week, three to four hours a day.
- Must work at least one weekday (Wednesday – Friday).
- Must be able to participate in the program for one open season (March – November).
- Must be able to assist in completing his/her own 17<sup>th</sup>-century costume.
- 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.
- Must pay the \$125.00 registration fee by the start of season/ program.
  - *Fees are non-refundable.*

## 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:

- Part I The applicant and parents will be given a tour of the plantation by the Site Supervisors
- Part II The applicant, parents, and supervisors will discuss the time commitment, and the expectations of the program.
- Part III Parents will be excused for the third 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.

## PROGRAM OUTLINE

### 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 costumed interpreters at the Godiah Spray Tobacco Plantation. Participants will be assigned an identity which portrays a member of the Spray family.

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**

It is important that participants understand the value of a historically correct costume as an interpretive tool as well as respecting the cost and time which is used to construct it.

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, under the guidance of the wardrobe department and the site supervisor. The participant will be expected to do some work such as sewing on buttons, finishing a seam, or adding trim. Once the costume is approved, the participant will wear it on site.

Each participant and his/her parents will be responsible for the cost of his/her shoes. Program coordinators will let participants and parents know the style of shoes required and where they can purchase them locally.

## **Evaluation**

### **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. The journals will be reviewed by the participant and his/her supervisor on a weekly basis.

### **Performance**

Two performance evaluations will be completed for each participant. One evaluation will take place in the middle of the program and one at the end. 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. A copy of the position description is included in this packet.

During the mid-season evaluation, a research project will be assigned to each participant based on his or her particular interest. The supervisors will provide guidance and assistance as necessary. The project will be completed by an agreed upon deadline.

If at any time, a participant fails to meet expectations of the guidelines listed in the performance evaluation, or does not meet the time commitment, or does not adhere to standard Historic St. Mary’s City policies and procedures, a meeting of the site supervisor, participant, parents, and interpreter coordinator will be convened for the purpose of clarifying the problem. Participants who do not conform to the expectations of the program will not be permitted to continue.

## Position Description

### **As a Terra Mariae Society Participant you will:**

- Participate in program for one museum season (March – November).
- Interpret in costume the various aspects of 17<sup>th</sup>-century life.
- Participate in and conduct school tours, demonstrations, and daily 17<sup>th</sup>-century tasks.
- Learn the history of early Maryland.
- Be assigned a character to portray and learn how to interpret to the public.
- Perform written assignments as assigned by the site supervisors and/or parent as required for homeschool curriculum.
- Assist in completing your own 17<sup>th</sup>-century costume.
- Complete a final research project.

### **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.

### **The program supervisor is:**

- Beth Sanford: Supervisor of the Plantation  
Office phone: 240-895-4982  
Site Cell: 301-247-2205  
[beths@disgshistory.org](mailto:beths@disgshistory.org)

**HISTORIC ST. MARY'S CITY  
TERRA MARIAE SOCIETY  
APPLICATION FORM**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Grade Level (as of current year)

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Second Phone Number

\_\_\_\_\_  
Email address

List any hobbies, interests, or special activities in which you have participated:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ If accepted, I understand I will pay the \$125.00 registration fee.

\_\_\_\_\_ If accepted, I understand I am to assist in completing a costume to wear.

\_\_\_\_\_ If accepted, I understand and will adhere to the rules provided, time commitment, journal completion, mid-season project and progress evaluations.

**Incomplete application packages will not be considered.**  
**(Complete application includes a one-page essay on why you want to  
participate in this program.)**

**HISTORIC ST. MARY'S CITY  
TERRA MARIAE SOCIETY  
REFERENCE FORM**

*\*Please include this recommendation form completed by someone other than a relative.*

Applicant's Name: *(please print)* \_\_\_\_\_

The person named above is being considered for a position in the Terra Mariae 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 tobacco plantation. 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 Terra Mariae Society interpreter program?***

***What characteristics do you feel make this applicant a strong candidate for this program?***

***Please give your name, relationship and the number of years you have known the applicant.***