



GREENSBORO
HISTORICAL
MUSEUM

SUMMER 2015 UNPAID INTERNSHIPS

The Greensboro Historical Museum is pleased to announce unpaid internships for undergraduate and graduate students who wish to gain valuable experience and possible course credit at a Smithsonian Affiliate and American Alliance of Museums-accredited institution. Internships are available May - August, with schedules determined after selection.

To apply, please submit a personal statement indicating the internship project for which you are applying, along with the reasons for your interest and how your work might benefit the Historical Museum. You should also send a transcript (unofficial is fine) and resume that includes contact information for two school or work references. Please submit these materials in one email to Linda Evans at linda.evans@greensboro-nc.gov **by Thursday, February 19, 2015**.

1. ARCHIVES

Learn and apply archival theory to arrange and describe one or more manuscript collections. Working under the direction of the Archivist, you will learn basic preservation measures, how to select and implement an organizational scheme, and how to write a detailed finding aid. You will also do background research and may digitize selected items using archival standards. Completed finding aid(s) will be added to the museum's database and website. Instruction and supervision provided by the Archivist.

Applicants must have experience doing historical research, including using primary sources. Basic computer skills and work habits that demonstrate attention to detail are essential. Coursework in archival theory and management a plus. Flexible weekday schedule.

2. COLLECTIONS

a. Local Confederate Soldiers

Learn and apply best professional research practices by researching Guilford County Soldiers who were killed during the Civil War and are buried at local churches and public cemeteries. Responsibilities include photography of tombstones and biographical research in newspaper clippings and obituary records, other publications and on-line resources, such as genealogical sites, military databases and service records. Completed profiles will be incorporated into a searchable visitor kiosk in a museum exhibition. Instruction and supervision provided by the Curator of Collections.

Applicants must have keyboard and computer skills and work habits that demonstrate attention to detail. Research skill and interest in US History and military history are a plus, as is a demonstrated interest in history and/or museum work. Flexible weekday schedule.



b. Local Veterans

Learn and implement best professional research practices by researching Greensboro men and women who served from World War II to the present. Responsibilities include photography of tombstones and biographical research in newspaper clippings and obituary records, other publications and on-line resources, including genealogical sites, and military databases and service records. Completed profiles will be incorporated into searchable visitor kiosk in a museum exhibition. Instruction and supervision provided by the Curator of Collections.

Applicants must have basic keyboard and computer skills and work habits that demonstrate attention to detail. Research skill and interest in US History and military history are a plus, as is a demonstrated interest in history and/or museum work. Flexible weekday schedule.

c. Collections Storage and Inventory

Learn and implement best professional practices in museum collections and records management. You will be involved in direct and hands-on contact with historical collections, gaining valuable experience. Projects include a physical inventory, condition reports, record checks, updating database records, photography and re-housing. Instruction and supervision provided by the Registrar/Curator.

Available projects include:

1. Southern Pottery Face Jugs, with physical inventory, and research, both general and specific about each piece, region and potter, and object photography
2. Photography and Inventory, working with the Lighting and McKinney Historical and Commemorative Glass collections
3. Rehousing, making mounts for accessories in the Costume and Textiles collection
4. Records Conversion, focusing on registration records and data, making updates and checking incoming and outgoing loan materials

Applicants must have good research skills, patient and detailed work habits, and neat, legible handwriting. You must be comfortable with using simple tools and able to lift 15 pounds. Familiarity with photography is a plus, but training will be provided. Flexible Tuesday – Thursday schedule.

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