



GREENSBORO
HISTORICAL
MUSEUM

SUMMER 2016 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 during the summer break, 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 Friday, February 26, 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.

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. *This internship is available beginning mid-June, with a flexible weekday schedule.*

2. LOCAL VETERANS RESEARCH

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. *This internship is available beginning mid-May, with a flexible weekday schedule.*



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3. VISITOR STUDIES, EVALUATION RESEARCH AND AUDIENCE DEVELOPMENT

Learn and implement best professional practices in different phases of museum evaluation projects. You will assist with project conceptualization and help collect and analyze both quantitative and qualitative data, under the supervision of the Museum Director.

Applicants should be advanced level undergraduate or graduate students with experience and interest in museum and program evaluation. Preference will be given to applicants with background in evaluation, anthropology or sociology. *This internship is available beginning mid-May, and may include weekday and weekend schedule.*

4. SOCIAL MEDIA

Research best and most effective practices in museum social media, and research Greensboro newspapers to draft tweets for a new year-long series of "On this Day in Greensboro History."

Applicants should be undergraduate or graduate students with basic knowledge of resources and websites for museum professionals. Demonstrated research skills and creative thinking a plus. *This internship is available beginning mid-May, with a flexible schedule.*

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