



# SUMMER 2017 UNPAID INTERNSHIPS

The Greensboro History 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: 1. 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 History Museum; 2. your transcript (unofficial is fine); and 3. a resume that includes contact information for two school or work references. Please submit these materials *in one email* to Dean MacLeod at [dean.macleod@greensboro-nc.gov](mailto:dean.macleod@greensboro-nc.gov) **by Monday, April 3, 2017.**

## 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 early-June, with a flexible weekday schedule.*

## 2. COLLECTIONS

Learn and apply collections theory and practice of inventory, re-housing, and exhibition preparation. Work with museum registrar/curator to create a hands-on inventory of selected museum collections. This includes photography, data updates for each object and creating a record archive for the selected collection.

Work with museum registrar/curator to prepare objects for WWI exhibit. This would include photography, label research/confirmation, mounting techniques, and possibly installation.



**Greensboro History Museum**

130 Summit Avenue | Greensboro, North Carolina 27401 | tel 336.373.2043 | fax 336.373.2204 | [GreensboroHistory.org](http://GreensboroHistory.org)



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Expectations: Museum Studies student preferred. The candidate should be detailed-oriented and thorough, have strong computer skills, and be eager to gain hands-on experience in collections management. *Unpaid position can be arranged for course credit. Flexible schedule to be decided.*

### 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 evaluation 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. GRASSROOTS MARKETING AND SOCIAL MEDIA

Support museum efforts to promote events and services with area media outlets. Research best and most effective practices in museum social media, and research Greensboro newspapers to draft Facebook posts, tweets, etc. to support the ongoing series, "On this Day in Greensboro History."

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

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The Greensboro Historical Museum, a division of the City of Greensboro Public Library Department, is located in Downtown Greensboro's Cultural District. To learn more about museum programs and opportunities, visit [www.GreensboroHistory.org](http://www.GreensboroHistory.org).



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