



SUMMER 2018 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 the following materials *in one email* to ghmeducation@greensboro-nc.gov by Wednesday, February 28, 2018:

- 1. a personal statement indicating the internship below for which you are applying, along with the reasons for your interest in it, and how your work might benefit the Greensboro History Museum;**
- 2. a resume that includes contact information for two academic or work references; and,**
- 3. your academic transcript (unofficial accepted).**

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.*

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Greensboro History Museum

130 Summit Avenue | Greensboro, North Carolina 27401 | tel 336.373.2043 | fax 336.373.2204 | GreensboroHistory.org



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COLLECTIONS

Learn and apply collections theory and practice of storage and collection inventory. Work with museum registrar/curator to create overviews of existing storage areas. This includes shelf inventory overviews of the six, on-site storage areas, and general inventory, photography and possible cataloguing of museum objects.

The intern will use standard museum methods and gain hands-on experience in collection handling, record management and storage methods. The intern must like detailed-oriented work. Knowledge of museum methods, interest in history and/or in museum studies is preferred. *This internship is available mid-June through mid-August, and can be considered for credit or independent study. Three-five hours per day are required Monday-Thursday, but daily schedule is flexible.*

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 development 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 a weekday and weekend schedule.*

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The Greensboro History 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.



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