



## **SUMMER 2024 PAID INTERNSHIPS**

The Greensboro History Museum in North Carolina is pleased to announce four paid internship opportunities for summer 2024 funded through the B. Craighead Davidson Endowment. Internships are open to undergraduate or graduate students with a demonstrated interest in a museum, library or archives career and will offer valuable professional experience at a Smithsonian Affiliate and American Alliance of Museums–accredited institution.

These internships offer a \$2,500 stipend for a minimum of 160 hours of work. Internship hours may be worked mid-May to mid-August (unless otherwise noted) typically over 6–8 weeks, with the actual schedule determined after selection with your internship coordinator.

**To apply, please submit the online form at <https://greensborohistory.org/internships>. You will need to attach the following three documents:**

- 1. a personal statement indicating the internship for which you are applying, a description of your career plans and related experience, your reasons for seeking the internship, and how your efforts might benefit the Greensboro History Museum;**
- 2. a resume with contact information for two academic or work references; and,**
- 3. your academic transcript (unofficial accepted).**

**The application deadline is Sunday, March 17, 2024.** For questions, e-mail [museum@greensborohistory.org](mailto:museum@greensborohistory.org)

### **ARCHIVES**

Learn and apply archival theory and practice to rehouse, organize and describe a large collection of photographs and negatives. Working under the direction of the Archivist, the intern will also learn how to scan images of various sizes and formats, and produce MODS metadata to be incorporated in UNCG's Gateway platform. Historical research about some photographs and subjects may be necessary.

Applicants must have experience doing historical research, including using primary sources. Strong writing and computer skills and work habits that demonstrate attention to detail are essential. Coursework in archival theory and management a plus. *This internship takes place on site in the Museum Archives and is available beginning in June, with a flexible weekday schedule.*

## **COLLECTIONS MANAGEMENT**

Learn and apply best professional practices in collections data management and collection inventories. The intern will work with the Curator of Collections and Curator of Collections Management to play a fundamental role in both the transcription of data and photo library for museum objects in upgraded data management software. Combining inventories, object information, and taking photographs of museum objects will be an important part of this process. Work will involve entering data correctly from worksheets, and adding object images to new and existing records. This effort will support the transition of data to the museum collection web module.

Successful applicants will be history- or museum studies-focused and have a serious interest in public history and museums. Museum studies student preferred. The candidate should be detailed-oriented and thorough, and value accuracy over speed. Confidentiality is vital, and strong keyboard and computer skills a must. *This internship takes place on site at the museum and is available beginning in mid-May with a flexible weekday schedule.*

## **COMMUNITY ENGAGEMENT**

Learn and apply community engagement and program development practices within a museum context. Working with the Curator of Community History this intern will coordinate the summer 2024 phase of the museum's Gate City Arrivals initiative. Gate City Arrivals is an ongoing project to translate Greensboro's shared immigration history into languages our newest arrivals can understand. Responsibilities will include facilitating a new translation of the Gate City Arrivals tour script, organizing tours in coordination with immigrant-serving community organizations, evaluating the program, and reporting on best ways to sustain the program.

Applicants should have knowledge and experience working with immigrant communities and a strong interest in Greensboro history. Strong communication and organizational skills are essential, including the ability to work independently. Fluency in at least one non-English language preferred. *This internship takes place at the museum and is available beginning in mid-May with a flexible weekday schedule.*

## **EDUCATION**

Learn and apply museum education theory and practice through developing and managing the new Democracy Traveling Trunks. Working with the Curator of Education this intern will develop a new series of the popular Greensboro History Museum Traveling Trunks to connect with the museum's *NC Democracy: Eleven Elections* exhibition. The trunks will focus on creating engaging lessons, activities and small in-classroom displays to help education elementary school children on the concept of Democracy and Voting. This intern will also support public programming and tours such as GHM Summer Program, Little Lions, Lifted Voices Living History, guided tours, and school groups.

Applicants should have knowledge of and interest in United States and North Carolina history and government and the ability to share that knowledge with younger audiences. They should have strong

skills in research, writing, and creative project development. Familiarity with NC curriculum standards will be a plus. *This internship takes place on site at the museum and is available beginning in mid-May with a flexible weekday schedule.*

### **About the Museum**

The Greensboro History Museum – an AAM-accredited Smithsonian Affiliate – is a division of the City of Greensboro Library Department and operates as a public-private partnership with the nonprofit GHM Inc. In partnership with the community, the Greensboro History Museum collects the city's diverse history and connects people to that history and one another through engaging exhibits, educational programs and community dialogue. Learn more at <https://greensborohistory.org>

### **About the B. Craighead Davidson Endowment**

Davidson internships are funded through a generous bequest from the estate of Alice Abel to honor her father, B. Craighead Davidson. Since 2002, this endowment has allowed the museum to offer stipends to students interested in museum, public history, library or archives careers.

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