

POSITION: Historian/Archivist Internship

APPLICATION DEADLINE: Available Year-Round

LOCATION: Old Courthouse Museum, Iuka, MS

POSTED DATE: May 12, 2017

STATUS: Open



DESCRIPTION

This is a part-time, unpaid, on-site internship. The work is based at the Old Tishomingo County Courthouse Museum at 203 East Quitman Street in Iuka. Some work could be based at the students' educational institution or residence. Tishomingo County Historical & Genealogical Society will work around your schedule and with your college or university to explore opportunities for course credit. This internship is available year round.

RESPONSIBILITIES

Under the direction of the Executive Director, the intern will perform research and fieldwork necessary for the completion of varied historic projects related to cultural and genealogical resource management. This position is research and writing focused.

Intern will gain hands-on experience in one or all of the following: architectural history, genealogical research, historical preservation, landscape history, library management, Mississippi history, museum management, organizational skills, written communication skills, proficiency in Microsoft software, museum database software, using digital cameras, etc. The ability to handle multiple tasks concurrently is required.

Duties will include recording and compiling data into PastPerfect museum database software, Word and Excel software usage, scanning historic documents, conducting intensive archival research, writing and transcribing historic contexts and history-related social media posts, conducting historic photo analysis, and working with public outreach partners.

Travel with staff for the purpose of researching and photographing historic structures or historic locations may be required, along with any additional responsibilities that may be assigned.

The intern will:

- Become proficient with the use of PastPerfect museum database software, including writing and editing object descriptions for internal collections management.
- Assist with working with artifact donors on loan and/or donor agreements, publicity, marketing and programming.
- Help coordinate and staff special events, such as lectures, demonstrations, festivals, and fundraisers.
- Assist with collection management projects, such as researching, cataloging, and photographic collection materials.

- Be effective in genealogy library research and information collection.
- Support marketing and advertising projects, including social network advertising.
- Act as an interpreter or guide by leading tours or answering questions from the public.
- Schedule and arrange interviews with oral history narrators.
- Conduct video oral history interviews.
- Prepare oral history interview logs.
- Transcribe oral history interviews to text files.
- Review digital video interviews and make clips for posting to web.
- Prepare original research on video/audio interviews and archival materials and writing history articles, exhibit scripts, or other content.
- Upload images and related information to Mississippi Digital Library.
- Research oral history interviews and archival documents to pull geographical references for potential historic site evaluation and log into spreadsheet.
- Travel with staff for the purpose of researching and photographing historic structures or historic locations may be required, along with any additional responsibilities that may be assigned.
- Additional responsibilities and long-term projects can be tailored to fit your interests.

Student class projects or independent study projects will also be considered. Contact Cindy at cindy@tishomingohistory.com for more information.

EDUCATIONAL VALUE TO THE INTERN

The intern will gain hands-on experience in many or all of the following: architectural history, historical preservation, landscape history, organizational skills, written communication skills, proficiency in Microsoft software and museum database software, using digital cameras and the ability to handle multiple tasks concurrently is required.

Specifically, the intern will gain knowledge in the following areas:

- A thorough overview of museum management practices, including administrative, organization, and collections management and curatorial practices.
- Experience in marketing and advertising, including social network advertising.
- A perspective of publicity rights, including the reproduction and publication of materials.
- An understanding of historical preservation and renovation practices.
- A knowledge of the life and history of many Tishomingo Countians who have in part contributed to the history of the county, region, and state in a variety of venues.

At the end of the project the intern will have produced a professional booklet featuring a scavenger hunt for children and contribute material to TCHGS's social media presence which can be added to their professional portfolio in support of their future career pursuits.

Individuals with and/or seeking degrees in historic preservation, architectural history, history, archival studies, museum studies, and archeology are encouraged to apply.

These duties will be performed in either an office or field environment. Hours are flexible.

QUALIFICATIONS

- Ability to work independently, set priorities, meet deadlines, and manage a number of concurrent projects in a timely and efficient manner.
- Must own or have access to a car.
- Basic analytical and problem-solving skills, including issue identification and prioritization. Basic project orientation skills.
- Excellent attention to detail.
- Ability to collaborate and achieve results with supervision, including ability to interact professionally with key internal and external stakeholders as needed.
- Strong organization skills required, with ability to prioritize, multi-task efficiently, and meet deadlines in a timely fashion.
- Ability to adapt and be flexible in a dynamic work environment.
- Strong verbal and written communication skills. Friendly and professional demeanor on the phone and in writing, with ability to speak and write clearly.
- Ability to work effectively with cultural diverse colleagues; connections to or experience helping to engage culturally diverse audiences and partners a plus.
- Proficiency with Microsoft Office products required. Familiarity with other software and social media required, including PowerPoint and social media (Facebook, Twitter, etc.) and use of digital photography.
- Regular and reliable attendance required.

TO APPLY: Send e-mail with resume to cindy@tishomingohistory.com.

For more information about our organization, visit us at www.tishomingohistory.com.