

## **History Internships Summer 2013** Last updated April 26, 2013. New additions since first date of posting are in red text and appear at the beginning of each location category.

Here are a just a few of the internship opportunities for this summer, organized as “Nearby,” “Other Virginia/DC Area,” and “Beyond VA” internships. This is by no means a comprehensive list. Almost all historic sites, agencies, and resources will work with students who contact them about internship experience, so explore your own region and contact sites that interest you. For more ideas about where you might apply for an internship, see the descriptions of past internships on the department website:

<http://web.jmu.edu/history/jobs.html>, where you will also find details on course credit for HIST 340 History Internship. Contact Dr. Borg for more information or help: [borgkl@jmu.edu](mailto:borgkl@jmu.edu).

### **Nearby Internships:**

#### ***History of James Madison University College of Business***

##### Project Description

The JMU College of Business officially started in 1972, making 2012 the 40th anniversary. Currently, there is no comprehensive summary of the history of the college.

This project would include several aspects of research, including the following:

- Interviewing key people who have been associated with the College of Business for many years; transcribing those interviews
- Finding and copying Breeze articles since 1972 that relate to the CoB
- Researching the Daily News Record archives for articles relating to the CoB
- Reviewing old CoB newsletters, brochures, documents, etc., for information to help build a historical timeline of events
- Helping to organize the information into a logical format

The ultimate goal is to publish a history of the College of Business. The publication would include timelines, key accomplishments, and anecdotes about the early years. The actual publication date won't occur for several years, as this research project will likely take several years to complete.

Contact:

Patricia L. May, APR

Director of Communications

JMU College of Business

540-568-5169

[maypl@jmu.edu](mailto:maypl@jmu.edu)

#### ***Carrier Library Special Collections at JMU***

Special Collections welcomes opportunities to provide undergraduate and graduate internships. Fall and spring internships are based on a minimum of ten hours of work per week; summer interns may work up to 30 hours per week. All internships are supervised and evaluated by either the Special Collections Librarian or Preservation Specialist.

Ideal candidates would be considering a career or further study in the fields of conservation, library science, museum studies, or history and archives. Extreme attention to detail and fine motor skills are required of processing and preservation interns. Interested students should contact Special Collections or Preservation to discuss potential internship projects. <http://www.lib.jmu.edu/special/services/internships.aspx>

***The Named Spaces Project, Donor Relations Office, JMU***

Linda Elliott, Director of Donor Relations here at JMU, is overseeing a project to research and write the histories of various “named spaces” on campus. The Named Spaces Project seeks interns to help create a comprehensive database/list containing building or item names, namesake history, description, dates, physical location/map coordinates, photograph, dedication dates or ceremony information, etc. on any building, space or item named here on JMU’s campus.

In addition to gathering the historical information, interns might also help develop a format that could be loaded onto the JMU website. If you are interested, please contact: Linda Elliott, Director of Donor Relations, 568-8791, [elliottlm@jmu.edu](mailto:elliottlm@jmu.edu)

***Massanutten Regional Library, Harrisonburg, VA***

An intern interested in local/regional history or with some indexing/cataloging experience could work out a very helpful internship within walking distance of campus. For more information on this internship, visit the library at North Main and Water Streets, or contact Dr. Borg: [borgkl@jmu.edu](mailto:borgkl@jmu.edu)

***Virginia Museum of the Civil War/ New Market Battlefield, New Market, VA***

A number of JMU students have gained valuable internship experience here in recent years and they are eager for more. See the website: [www.vmi.edu/newmarket](http://www.vmi.edu/newmarket)

For more information, contact:

Major Troy D. Marshall, Site Director

Virginia Museum of the Civil War, New Market Battlefield

540-740-3101, [MarshallTD@vmi.edu](mailto:MarshallTD@vmi.edu)

***The Frontier Culture Museum, Staunton, VA***

The Frontier Culture Museum is currently accepting applications for unpaid interns throughout the year. Our museum is able to offer a wide range of internship opportunities throughout the museum. We are interested in dedicated students with majors in history, education, historic preservation, business and accounting, marketing, and agricultural and animal sciences. All interns must have completed at least one year of college before the start of the internship.

Description of Internship Areas of Interest:

- Interpretation/Education:
  - Serve as part of an interpretive and educational team throughout the museum. You will assist in conducting school programs, summer camps, and other educational events. You may wear period clothing and work on-site after observation and training. You will work under the direction of full-time staff and conduct a variety of hands-on demonstrations for students or visitors. Must have strong public speaking skills.
- Historic Preservation:
  - You will assist full-time staff in the maintenance and construction of historic buildings throughout the museum.
- Curatorial/Research & Collections:
  - You will assist full-time staff in curatorial and research projects. Must have strong organizational skills.

- Marketing:
  - You will assist full-time staff in the marketing department. Must have strong organizational and computer skills.
- Livestock:
  - You will assist full-time staff in the care of livestock throughout the museum.

All interns are required to complete a short training program within their internship area. All interns must complete a short research project and fulfill the requirements of their college or university internship program if applicable.

These positions may require the ability to work outdoors in hot or cold weather; to perform some heavy lifting; to work with tools; to work with animals; and to greet and talk with visitors.

See the internship application link at: <http://www.frontiermuseum.org/education.html>

### ***The Woodrow Wilson Presidential Library, Staunton, VA***

The Woodrow Wilson Presidential Library offers college and university students opportunities to intern in a variety of skill areas.

Areas of study include the following:

- Museum Studies: Collections management, conservation, and exhibit planning, development and installation.
- Archives Management: Arranging and describing manuscript collections.
- Library Science: Social network development, cataloguing, and electronic conversion of data for a digital archives/eLibrary project.
- External Relations: supporting lobbying and fundraising efforts.
- Marketing and Events Planning: assisting in coordination and planning of Library functions, including publicity.
- Education: assisting with outreach to local schools and development of educational programs and materials.

For information about internships, please contact: Robin VonSeldeneck, Administrative Officer, at (540) 885-0897, ext. 114 or [rvonseldeneck@woodrowwilson.org](mailto:rvonseldeneck@woodrowwilson.org) .

### ***Harrisonburg Downtown Renaissance, Harrisonburg, VA***

Harrisonburg Downtown Renaissance (HDR) is seeking an organizational management intern for the spring of 2013 who has a passion for economic and community development, business and administration, and non-profit organizations. This is the ideal opportunity for students to gain hands-on experience with a small non-profit, build a strong resume, and engage with local businesses and community members. Be prepared to become an active, contributing member of our small staff and to make a visual impact on downtown Harrisonburg and the community!

HDR is a nonprofit organization dedicated to downtown revitalization. Founded in 2003, HDR is located in historic downtown Harrisonburg. At HDR, staff and interns work closely to promote the downtown district, create engaging events for the community, and provide support to downtown businesses. We work to build cooperation and consensus between all stakeholders.

HDR currently has one organization internship position for the spring of 2013:

- **Organizational Management Intern:** Assist with planning and implementation for two events: Celebration & Reception where we report to stakeholders on downtown's recent successes and future projects, and Renaissance Night - HDR's largest fundraising gala in May. Communicate with members and sponsors. Manage database and assist with preparation of reports. Promote downtown and events through social media, print distribution, and mailings. Provide additional support as needed for community event festivals. The focus of the internship can also be adapted to meet the individual interests and skills of the selected applicant, and a special semester-long project can be tailored to further provide experience and portfolio work.

Applicants should be self-motivated, fast learners, able to effectively manage multiple tasks, and willing to work as part of a team. The nonprofit environment is an exciting one of constantly shifting priorities, needs, and projects, so the ideal candidates will be adaptable, creative thinkers, and possess a strong dedication to the mission of the organization.

Harrisonburg Downtown Renaissance has worked with interns from a variety of disciplines, each bringing a unique set of skills and talents to the organization. Internship hours are flexible and can be tailored to university departmental requirements and student schedules. While these internships are unpaid, academic credit can be arranged.

To apply, send resume and cover letter to:

Harrisonburg Downtown Renaissance  
ATTN: Trisha Blosser, Program Manager  
212 South Main Street  
Harrisonburg, VA 22801

OR send email with application attachments to:

[trisha.blosser@harrisonburgva.gov](mailto:trisha.blosser@harrisonburgva.gov)

Subject Line: Organization Internship Application

Questions? Please call Trisha at 540.432.8921.

## **Other Virginia and Washington, DC area Internships:**

### ***Colonial Williamsburg Foundation, Williamsburg, VA***

[Summer Internships at Colonial Williamsburg](#). These links are for costumed interpreter jobs, so they might be appealing to anyone who is comfortable in front of a group of people. They are all paid:

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11330&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=6&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11330&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=6&op=reset)

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11322&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=7&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11322&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=7&op=reset)

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11323&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=8&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11323&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=8&op=reset)

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11294&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=16&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11294&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=16&op=reset)

Intern, Colonial Williamsburg Productions department. (It is also paid.)

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11308&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=15&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11308&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=15&op=reset)

#### Intern, Historic Trades-Summer: Margaret Hunter Workshop

Up to 40 hours weekly including days, weekends, and holidays. Starting rate: \$10.00/hour. Internships last 10-12 weeks. There are potential opportunities for internships with the historic farmers, cabinetmakers, shoemakers, weavers and dyers, coopers, joiners, apothecary, gardening, wig shop, printing office, and tin shop. Usually, an intern is assigned to one trade for the entire period. Interprets processes, history of the trade, and 18th century history to guests. Uses 18th century tools and techniques.

Job requirements:

- Interest in exploring opportunities to work in the living history field, especially Historic Trades.
- Knowledge of colonial American history--generally gained through participation in or strong interest in pursuing an undergraduate degree in History, American Studies, Architectural History, Museum Studies, or a related discipline.
- Effective communication skills, both oral and written.
- Ability to deal with the public in individual and crowded situations.
- Previous public contact or public museum interpretation experience or teaching.
- Must be able to meet the physical and skill requirements of the trade.
- Must be able to work a flexible schedule including weekends and holidays.

Applicants must submit a resume and also a cover statement indicating why they are interested in an internship, what they hope to gain from the experience, and what they will contribute to Colonial Williamsburg's Historic Trades program and guest services. Most internships take place during the summer months, but if an applicant would prefer a different time, the cover statement should indicate so.

**Highly desired:** Course work in American history or a field related to the trade; previous trade experience; familiarity with the Historic Area.

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11182&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=8&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11182&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=8&op=reset)

#### Intern, Historic Trades-Summer: Margaret Hunter Workshop

Up to 40 hours weekly including days, weekends, and holidays. Starting rate: \$10.00/hour. Temporary position beginning May 12 and ending August 17, 2013. Historic Trades interns for the tent project are to work as seamsters and seamstresses to help reproduce George Washington's wartime tent. Interns will assist in stitching the canvas tent, while interpreting Revolutionary War military supply and logistics to the visiting public.

Job Requirements:

- Demonstrated interest in military history and military supply production.
- Aptitude to learn tent making skills.

- Ability to work well as part of a shop team.
- Excellent communication and guest service skills.
- Adaptability to changing shop schedules, assignments, and special projects and programs.

**Physical requirements include, but are not limited to:** being able to perform the following tasks in 1 to 2 hour intervals: standing, sitting, sewing by hand, speaking, enduring heat. Must be able to lift up to 50 lbs. at a time.

**Highly desired:** Enrollment in or completion of an undergraduate program in American History or subject matter related to the intern experience. Experience working in hand-sewing related trade(s). Previous living history museum experience. Familiarity with the Colonial Williamsburg Historic Trades program.

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11252&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=9&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11252&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=9&op=reset)

#### Intern, Teacher Development-Summer: Bruton Heights School

Provides general assistance in planning, implementation and support of Colonial Williamsburg Teacher Institute programs. Up to 40 hours weekly including evenings, holidays, and weekends. Starting rate: \$10.00/hour.

Job Requirements:

- Excellent oral and written communication skills
- Prior experience in teaching or historical study and work
- Availability to meet variable program schedules (8:00 a.m.-10:00 p.m., weekends included)
- Word processing experience
- Knowledge and skill generally gained through some college, with concentration in history or education
- Must be able to transport up to 50 pounds (such as educational materials, equipment and supplies)

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11208&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=1&op=resetAlso](https://www.hrapply.com/cwf/AppJobView.jsp?link=11208&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=1&op=resetAlso)

#### Curatorial Department Internships

There are three three-month positions and one year-long position. The three-month positions are available for undergraduates, graduate students, and recent graduates (up to one year out of a program). The year-long position is available for students currently enrolled or just graduated from a graduate program. Links are below. All are paid positions.

[http://www.history.org/history/museums/museum\\_internships.cfm](http://www.history.org/history/museums/museum_internships.cfm)

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11188&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=19&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11188&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=19&op=reset)

[https://www.hrapply.com/cwf/AppJobView.jsp?link=11187&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition\\_id&skimNdx=20&op=reset](https://www.hrapply.com/cwf/AppJobView.jsp?link=11187&page=AppJobList.jsp&skimSessionName=com.hrlogix.view.cont.table.cs.req.JobListTable&skimName=requisition.requisition_id&skimNdx=20&op=reset)

### ***History News Network, online internships***

George Mason University's History News Network (HNN) is now accepting applications for Breaking News and Roundup internships.

HNN's mission is to help put current events into historical perspective. Given how public opinion is shaped today, whipsawed emotionally on talk shows this way and that in response to the egos of the guests, the desire for ratings by the hosts and the search for profits by media companies and sponsors, historians are especially needed now. They can help remind us of the superficiality of what-happens-today-is-all-that-counts journalism. Each week HNN features up to a dozen fresh op eds by prominent historians. Our archives, extending over the past decade, include thousands of well-researched pieces.

Breaking News and Roundup interns are responsible for updating the various News and Roundup departments on HNN, where we post excerpts from news organizations and historically-informed commentary from around the web by historians, other academics, journalists, and even politicians. These positions require a great deal of Web surfing and reading, especially of news feeds, op-ed pages, and opinion magazines, good judgment about whether an article is appropriate for excerpt, what excerpt length is appropriate, etc. Interns will develop critical reading skills and a familiarity with modern web design and content aggregation.

For more information and to apply, go to <http://hnn.us/> and click on the "Internships" tab at the top of the page.

### ***Hampton Roads Naval Museum, Norfolk, VA***

#### 2013 Paid Internship Position Description:

The Hampton Roads Naval Museum is seeking applicants for a part-time, paid summer internship. The intern will work with museum educators on summer programs, daily public programs and museum interpretation, educational tours, special events, research, and writing. Internship applicants should demonstrate an ability to present to visitors individually and as a group. Organizational skills are important. Knowledge of American and Military history preferred.

This intern will support existing programs in the museum and will refine and complete school programs under development, taking them from the conceptual stage to a final product that fits with Virginia's Standards of Learning. School credit is available. Please contact your university for requirements and proper forms.

- Length: approximately 12 weeks (depending on intern's schedule)
- Starting date of internship: Tuesday, May 28, 2012
- Required commitment: 32 hours per week
- Experience: History or Museum Studies undergraduates with at least incoming sophomore standing (or have recently graduated), or currently registered as graduate students (or have recently completed coursework). A minimum GPA of 3.0 is required. There will be no housing provided; intern is responsible for obtaining lodging and board.
- 2013 Deadline: Applications must be postmarked or emailed by 5pm on Friday, March 29, 2013.

To Apply for the Internship Program:

Submit résumé or curriculum vitae and contact information for two professional references. Also include a brief essay of 500 words or less answering: Why do you want this internship? All requested materials must be

collected in a single envelope and mailed to the internship coordinator at the following address:

Matthew Eng  
Hampton Roads Naval Museum  
One Waterside Drive, Suite 248  
Norfolk, VA 23510-1607

You can also email your internship application materials to [matthew.t.eng@navy.mil](mailto:matthew.t.eng@navy.mil). Contact Matt with any questions or inquiries at the above email address or 757-322-3168.

### ***George Washington's Mount Vernon, Mount Vernon, VA***

The Department of Historic Trades at George Washington's Mount Vernon is currently accepting applications for its George Washington: Entrepreneur summer internship program. With focus on the Pioneer Farm and George Washington's Distillery and Gristmill, these internships provide an excellent opportunity for undergraduate students to become immersed in 18th-century history, agriculture, and industry.

Situated on the main estate, the Pioneer Farm is a four-acre working farm that interprets Washington's innovation in the promotion of sustainable agriculture. George Washington's Distillery and Gristmill highlights the industrial aspects of Mount Vernon. Located three miles from the main estate, the reconstructed gristmill utilizes water power to operate millstones grinding corn and wheat. The gristmill is equipped with an Oliver Evans automated milling system for processing flour. The site also is home to a fully functional reconstruction of Washington's whiskey distillery.

Historic Trades will select up to six students for its Summer 2013 internships. This program is open to active undergraduate students who have completed at least one year of college and will not have completed their undergraduate studies as of June 3, 2013. Candidates should have a background in history or agriculture, be comfortable with public speaking, and be available during the entire ten-week internship period of June 3-August 9, 2013.

All interns will complete a brief training program in interpretive methodology and historical content. Key topics will include 18th-century economics and agricultural methods, distilling and milling, and slavery. Upon completion of training, interns will work as full-time Historic Trades Interpreters under the direction of our professional interpretive staff. Interns will be expected to work a five-day, 40-hour week that will include every other weekend. Interns will be expected to wear period clothing whenever working on site. In addition, interns will participate in special field trips to other historic sites and museums in the region. Interns also will be required to complete a short research project on George Washington, agriculture, 18th-century trades, or related topics. Historic Trades will be happy to work with colleges and universities to ensure that, if applicable, course credit requirements are met.

Students accepted into the program will receive reimbursement for travel expenses to and from Mount Vernon, accommodations on the estate, and estimated biweekly wages of \$450 (based on hours worked, accommodations in addition, all before taxes). As representatives of Mount Vernon, interns are required to adhere to Mount Vernon's policies and principles. To learn more about these internships and to download an application, students can visit our website at:

<http://www.mountvernon.org/more/careers/internships#interpretation>

We are looking for highly motivated students who will enjoy the challenges and benefits of participating in



this program. We will be happy to discuss the internship in more detail with you and any students who are interested in applying. Completed applications must be returned to Mount Vernon by February 22, 2013 for consideration. If you have any questions, please feel free to contact PFGMInterns@mountvernon.org; Donna Boulter, Interpretive Operations Coordinator (703)799-8611, or Steven T. Bashore, Manager of Historic Trades (703)799-6805.

***The Virginia Department of Historic Resources, Richmond, Stephens City, Salem, and Newport News, VA***

The Virginia Department of Historic Resources (DHR) offers a diversity of opportunities to undergraduate and graduate students with majors ranging from history, archaeology, and anthropology to GIS, geography, library science, and public history. Below, internships are organized by general category and then specific internship opportunities are summarized. A DHR staff contact is listed at the end of each opportunity. Internships are planned to be offered on an ongoing basis and start/end dates can be tailored to fit your institution's academic schedule.

Admission to our academic internship program is competitive, but our goal is to be flexible in making internships available to qualified students while advancing our agency's work to identify, record, research, and preserve Virginia's cultural heritage. Please note that DHR's academic internships are unpaid positions, but are designed to fulfill academic credit requirements.

In addition to our main office in Richmond, DHR has regional offices in Stephens City, Salem, and Newport News. Although many of our internships require a presence in one of our offices, some can be completed by students in more distant locations who can travel to our office one to three times during the course of their project.

History/Architectural History/Historic Preservation/Public History Internships  
National Register Nominations

DHR welcomes and encourages preparation of nominations for historic properties throughout Virginia. Our staff will work with faculty members and an individual student or group of students to identify properties that are appropriate for nominating. We provide training to the students focusing on how to complete all parts of the nomination form (with particular emphasis on the narrative description and historic context sections). We also have numerous opportunities for updating nominations of properties that were listed in the 1960s and 1970s. This academic internship provides students with direct experience in architectural survey (typically interior and exterior of a single building), historic research, and writing, and gives the student a tangible product that meets professional standards. The internship is appropriate for graduate and advanced undergraduate students majoring in architectural history and historic preservation, and may be suitable for history and public history majors who also have completed course study in architectural history. For more information, contact Register Program Manager Marc Wagner at [marc.wagner@dhr.virginia.gov](mailto:marc.wagner@dhr.virginia.gov)

Public History through Digital Media

DHR seeks to expand the digital exhibits that we present on our website, [www.dhr.virginia.gov](http://www.dhr.virginia.gov). In 2013-2014, we are particularly interested in exhibits that focus on Virginia's architecture, historic properties, and events that have been important to shaping the Commonwealth's cultural landscapes. The digital exhibits are intended for the public, presenting information in an accessible and engaging manner, typically in a slideshow format. Short videos also may be appropriate, depending on topic. DHR staff will work with faculty members and an individual student or group of students to identify appropriate topics for digital exhibits, access to DHR's archival materials, and guidance in identifying other appropriate

archival repositories. This academic internship provides students with a creative opportunity to develop an original public history exhibit based on their own research. The internship is appropriate for graduate and advanced undergraduate students majoring in history, public history, architectural history, and historic preservation, and for education, museum studies, and web content students who also have completed course study in architectural history and/or history and historiography. For more information, contact Register Program Manager Marc Wagner at [marc.wagner@dhr.virginia.gov](mailto:marc.wagner@dhr.virginia.gov)

#### New Dominion Virginia

DHR is developing a new initiative that focuses on Virginia's built environment dating from 1946 through 1991. Although our built environment illustrates the legacies of this important period during which tremendous change occurred, many aspects are poorly documented and understood. DHR is now seeking to develop historic contexts that focus on a broad range of topics—architecture, social history, agriculture, transportation, military, conservation, and many more. Student projects are expected to consist of research papers, approximately 20-25 pages in length (appropriate for an independent study or capstone course). We also seek to develop a collection of biographical sketches of architects with major work in Virginia between 1946 and 1991. DHR staff will work with faculty members and an individual student or group of students to identify appropriate topics for historic contexts and biographical sketches, to gather research materials, and to provide guidance in defining an appropriate scope and time frame on which the student can focus. Products of New Dominion Virginia will be placed on DHR's website in a new section of our Education page. This academic internship provides students with an opportunity to contribute to an important new initiative at DHR and to see their work published on DHR's website. The internship is appropriate for graduate and advanced undergraduate students majoring in history, public history, architectural history, and historic preservation. For more information, contact Register Program Manager Marc Wagner at [marc.wagner@dhr.virginia.gov](mailto:marc.wagner@dhr.virginia.gov)

#### Archives and Records Management – History, Architectural History, and Archaeology Internships Archaeological Records Management

DHR has an ongoing need for academic interns to assist with archaeological records management. Principal tasks for interns include checking the agency's recent incoming collections for reports, field notes, and other documentation, while noting the presence/absence and current location of these documents, as well as updating DHR's internal databases and online inventory system. Duplicate records will be eliminated. Digital records will be transferred to a location accessible to DHR staff and independent researchers. This internship provides direct experience with managing the post-field phase of archaeological investigations, when data must be organized into usable and coherent sets for future research purposes. The internship is appropriate for graduate students in anthropology, archaeology, cultural resources management, and library science programs. It can be beneficial for students to coordinate the internship as a follow-up to their first archaeological fieldwork experience, but this is not required. Contact Dee DeRoche, [dee.deroche@dhr.virginia.gov](mailto:dee.deroche@dhr.virginia.gov), or Jolene Smith, [jolene.smith@dhr.virginia.gov](mailto:jolene.smith@dhr.virginia.gov)

#### Archival Records Enrichment

DHR has an ongoing need for academic interns to assist with historic resource records enrichment. Data clean-up may be related to buildings, structures, and historic districts or to archaeological sites. The objective is to upgrade the level of data to allow for more complete and useful queries of our databases. The internship is appropriate for students in anthropology, archaeology, historic preservation, architectural history, cultural resources management, and library science programs who seek direct experience with records management according to professional standards. In large part, a data enrichment project may be tailored to a student's research interests. Contact Quatro Hubbard at

[quatro.hubbard@dhr.virginia.gov](mailto:quatro.hubbard@dhr.virginia.gov) for more information.

### Collections Management – Archaeology Internships

#### Artifact Collections Internship

DHR's archaeological study collection contains thousands of artifacts from all time periods and site types in Virginia. DHR seeks an intern to continue the process of documenting artifacts held as a part of this collection in an electronic database. This long-term project may be divided into segments to suit the intern's research interests. Principal tasks for interns include inventorying artifacts in study collection drawers, updating each collection's inventory list, identifying and noting conservation needs of artifacts, and improving storage by transferring materials as needed to archivally stable containers. This internship provides direct experience in a professional laboratory and collections setting, and instruction on and experience with collections management according to professional standards. The internship is appropriate for an independent study, thesis research, or capstone project for graduate students and advanced undergraduates in anthropology, archaeology, cultural resources management, materials conservation, and museum studies. For more information, contact Dee DeRoche at [dee.deroche@dhr.virginia.gov](mailto:dee.deroche@dhr.virginia.gov)

#### Public Archaeology Internships

##### Public Archaeology through Digital Media

DHR seeks to expand the digital exhibits that we present on our website, [www.dhr.virginia.gov](http://www.dhr.virginia.gov). Academic interns will have an opportunity to create digital educational modules based on a particular artifact category or archaeological site. The specific topic may be tailored to the student's research interests. The digital exhibits are intended for the public, presenting information in an accessible and engaging manner, typically in a slideshow format. Short videos also may be appropriate, depending on topic. DHR staff will work with faculty members and an individual student or group of students to identify appropriate topics for digital exhibits, access to DHR's archival materials, and guidance in identifying other appropriate archival repositories. This academic internship provides students with a creative opportunity to develop an original public archaeology exhibit based on their own research, and can provide a foundation for beginning thesis research or for showcasing the results of a thesis or capstone project. The internship is appropriate for an independent study, thesis research, or capstone project for graduate students and advanced undergraduates in anthropology, archaeology, and cultural resources management, and for education, museum studies, and web content students who also have completed course study in archaeology and/or anthropology. For more information, contact Dee DeRoche at [dee.deroche@dhr.virginia.gov](mailto:dee.deroche@dhr.virginia.gov)

#### Archaeology Exhibits

DHR maintains a set of Archaeology Resource Kits (ARKs) that have circulated among schools, historical societies, and museums throughout Virginia. Rotating exhibits also are on display in our main office in Richmond. Academic interns will have an opportunity to update and improve the ARKs and to design small interpretive exhibits that will be located in our main office. This academic internship provides students with a creative opportunity to develop an original public archaeology exhibit based on their own research, and can provide a foundation for beginning thesis research or for showcasing the results of a thesis or capstone project. The internship is appropriate for an independent study, thesis research, or capstone project for graduate students and advanced undergraduates in anthropology, archaeology, and cultural resources management, and for education, museum studies, and web content students who also have completed course study in archaeology and/or anthropology. For more information, contact Quatro Hubbard at [quatro.hubbard@dhr.virginia.gov](mailto:quatro.hubbard@dhr.virginia.gov)

### Archaeology/Anthropology Thesis and Dissertation Research

DHR encourages the use of agency collections and records for academic research. DHR holds extensive archaeological collections and records on many sites which have not undergone analysis. In addition, opportunities for comparative analysis are numerous. Possibilities for the development of regional predictive models using GIS also exist using DHR's archaeological site data. Contact Jolene Smith for details at [jolene.smith@dhr.virginia.gov](mailto:jolene.smith@dhr.virginia.gov)

### ***The Valentine Richmond History Center, Richmond, VA***

The History Center offers year-round undergraduate and graduate level internships in the museum field, with projects designed to benefit both the intern and the History Center.

Internships are available in following departments: Archives/Photograph Collection, Development, Finance, General Collections, Tours, Education, Public Relations & Marketing, and Registrar.

### General Internships

General internships are non-paid, however, it may be possible to receive college credit depending on your school's requirements. General internships are offered year-round.

### Funded Internships

Funded internships are offered during the summer months on a competitive basis. These internships are awarded through a competitive application process to four interns each summer. A minimum commitment of 150 hours is required. An honorarium will be provided upon completion. Application deadline is March 1st.

For application forms and more information, go to: <http://www.richmondhistorycenter.com/about/careers-internships>

Or contact the Assistant Director of Education at (804) 649-0711, ext. 317 or [intern@richmondhistorycenter.com](mailto:intern@richmondhistorycenter.com)

### ***Smithsonian Institution, Washington, DC***

Many of the Smithsonian's museums, archives and offices offer internships. The application deadlines for each vary, but they have now gone to a central application process which you can access at: <http://intern.si.edu/>

Among the Smithsonian entities offering history-related internships this year are

- ANACOSTIA COMMUNITY MUSEUM
- ARCHIVES OF AMERICAN ART
- ASIAN PACIFIC AMERICAN PROGRAM
- CENTER FOR FOLKLIFE AND CULTURAL HERITAGE (CFCH)
- NATIONAL AIR AND SPACE MUSEUM (NASM)
- NATIONAL MUSEUM OF AFRICAN ART (NMAfA)
- NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE (NMAAHC)
- NATIONAL MUSEUM OF THE AMERICAN INDIAN (NMAI)
- NATIONAL MUSEUM OF AMERICAN HISTORY (NMAH)
- NATIONAL PORTRAIT GALLERY (NPG)

- NATIONAL POSTAL MUSEUM (NPM)
- SMITHSONIAN LATINO CENTER (SLC)
- ARCHIVES OF AMERICAN ART
- ARCHIVES OF AMERICAN GARDENS
- MUSEUM CONSERVATION INSTITUTION (MCI)
- SMITHSONIAN INSTITUTION ARCHIVES (SIA)
- SMITHSONIAN INSTITUTION LIBRARIES (SIL)

***The Center for the Study of the Presidency and Congress, Washington, DC***

The Center for the Study of the Presidency and Congress, located in Washington, DC, offers unpaid internships for undergraduate and graduate students during the spring, summer and fall terms. Center internships offer motivated students the opportunity to learn first-hand about the international and domestic issues confronting the American Presidency and Legislature in a fast-moving DC think tank.

Internship applicants must maintain a high standard of work in a fast-paced environment and be detail-oriented, able to multi-task, and eager to learn. The ideal candidate will be a college junior or senior or graduate student with a demonstrated interest in the Presidency and U.S. government policy. Students in all majors are welcome to apply, especially those studying political science, history, international relations, economics, business, or journalism.

Interns will work closely with senior CSPC staff; while interns are assigned a primary project to work on during their time at the Center based on their experience and qualifications, they also have the opportunity to participate in a variety of Center activities and operations during their internship.

Professional responsibilities may include:

- Working with experienced policymakers and former government officials.
- Conducting research and writing to support Center projects and policy analysis.
- Helping to organize meetings with executive and legislative public officials, the media, Presidential scholars, and other NGO leaders.
- Assisting with conferences, publications and public relations outreach.

Applications are accepted on a rolling basis. Due to the volume of applications received, the Center will only contact those selected for interviews. Find more information here: <http://www.thepresidency.org/about-us/internships>

***Harpers Ferry National Historical Park, Harpers Ferry, WV***

The Education department at Harpers Ferry National Historical Park, Harpers Ferry, West Virginia, has several internship opportunities including:

- Education Internships: <http://www.nps.gov/hafe/supportyourpark/edinternships.htm>
- Living History Internships: <http://www.nps.gov/hafe/supportyourpark/living-history-internships.htm>
- Visitor Services Internships: <http://www.nps.gov/hafe/supportyourpark/visitor-services-internships.htm>
- Archeology Internships: <http://www.nps.gov/hafe/supportyourpark/archeology-internships.htm>
- Curatorial Services Internships: <http://www.nps.gov/hafe/supportyourpark/curatorial-services-internships.htm>

These are great opportunities and experience for JMU History majors. All provide on-site dorm housing at no cost and weekly stipends ranging from \$80-100 per week. Summer application deadline is March 1.

***The Army Historical Foundation, Arlington, VA***

The Army Historical Foundation typically has internship opportunities available in a range of fields, including: Marketing, Design, Communications, History, and Government Affairs.

The Foundation offers flexible hours, various levels of reimbursement, and a relaxed, but professional work environment. Interns are often given the unique opportunity to work closely in conjunction with Campaign officials in efforts to advance the National Army Museum project.

To learn about internship opportunities for summer 2013, please contact Matt Seelinger via email: [matt.seelinger@armyhhistory.org](mailto:matt.seelinger@armyhhistory.org), or phone: (703) 562-416.

***Danville Regional Foundation, Danville, VA***

Danville Regional Foundation is interested in the development of the next generation of well educated, college-aged leaders. The Internship Program will identify up to 5 talented well-educated young people to help further the mission of DRF through hands-on, project-focused work and conceptual learning in the field of philanthropy. This program offers a unique opportunity for professional growth and a chance to make a difference in our community. DRF will provide a dynamic experience for interns with various backgrounds and interests in areas like engineering, urban design, architecture, ecology, environmental studies, history, communications and journalism.

- Interns will undertake major team projects, which are listed below, to further DRF initiatives.
- Interns will receive hands-on experience working in the field of philanthropy and with community partners.
- Interns will be required to participate in weekly discussions with local community leaders.
- Interns will spend a minimum of two hours per week volunteering at a non-profit organization in the community.

Qualifications Required: Interns must be currently enrolled in an associate, bachelor, or master's level program at a known academic institution. Applicants must have completed at least one year of study by January 2013. Interns must possess strong written and verbal communication skills. Interns must be able to work independently as well as collaboratively in teams.

Projects:

- Help conceptualize and design an iconic structure near the Dan River. When built, this structure will become the symbol for this region. The team of interns will consist of engineers, design students, ecology students, etc.
- Undertake an oral history initiative, "History United," to capture and honor the stories of individuals, families, and key institutions in this region. The team of interns will consist of students studying history, journalism, etc.

Work Schedule: Interns will spend 10 weeks with the Foundation beginning May 28, 2013 through August 2, 2013. Interns will work full time, five days a week including a weekly seminar to be held one night per week.

Salary: Interns will be paid \$12.50 to \$14.50 per hour based on level of education and experience.

Housing: Interns will be provided housing on an as-needed basis.

\*Application deadline February 15, 2013. The Application and Program Overview available at <http://www.drffonline.org/interns.php> or Contact us at 434-799-2176 or email [wgeverson@drffonline.org](mailto:wgeverson@drffonline.org)

### ***Historic Preservation and Museum Services, County of Henrico, VA***

The County of Henrico seeks volunteers and interns to work on a variety of projects. They will strive to match individuals with projects in their areas of interest to create a rewarding experience. Henrico County's Historic Preservation and Museum Services department identifies, interprets, collects, and preserves historical and cultural resources and sites including a 19th-century living history farm, an 1825 tavern, a 1902 schoolhouse, a 1920s gas station, an art deco theater, a depression-era farm, and two significant Civil War sites. The museum collection includes furniture, home furnishings, textiles and clothing, military items, agricultural equipment, books, maps, and folk art. Resources include a reference library and an archive collection offering a wide range of topics for historical research, including African-American life, the military, agriculture, domestic science, and medicine, as well as local and state history.

Internship opportunities include:

- Archive and Library management
- Collection Management
- Conservation and Curatorial Care
- Educational Programming
- Exhibit Installation
- Historic Preservation
- Object and Local History Research
- Photo Documentation
- Registrar Duties
- Special Projects

For further information, contact:

Alyson Rhodes-Murphy, Curator of Collections  
804-501-5123; [rho12@co.henrico.va.us](mailto:rho12@co.henrico.va.us)

### **Beyond Virginia/DC Internships:**

#### ***Museum Textile Services, Andover, MA***

Museum Textile Services <http://www.museumtextiles.com/summer-2013-internships.html>. MTS Internships provide a sound introduction to textile conservation treatments, philosophy, and literature while working hands-on with historic artifacts. MTS requires interns to commit a minimum of one day per week from 9:30 to 5:30 for a minimum of 120 hours. Hand-sewing experience, excellent eyesight, and great team skills are essential. To apply please email your resume and a brief note of introduction to [museumtextiles@gmail.com](mailto:museumtextiles@gmail.com)

### ***The Strathmore, North Bethesda, MD***

College and graduate students interested in an arts management career are encouraged to apply for a summer internship at Strathmore. The Internship Program at Strathmore is designed to provide a professional and meaningful experience in arts management for students who wish to pursue further study or employment in the not-for-profit arts field. Funding is available. The internship lasts approximately 12 weeks, May through August of 2013. Applications are due no later than Friday, March 1, 2013. Internships may be based in any of the following departments: marketing and communications, visual arts, historic tours, education, development, and event planning. If the applicant is pursuing an internship for school credit, they must contact Strathmore in advance to ensure that all school requirements can be met.

#### ANTICIPATED DUTIES IN HISTORIC TOURS

- Original historical research
- Promote and give guided tours
- Maintain and revise tour materials as needed
- Coordinate with similar organizations

#### ANTICIPATED DUTIES IN MARKETING AND COMMUNICATIONS

- Market 2013-2014 season music, fine art and education programs
- Research 2013-2014 season artists
- Press release writing and PR plans
- Updating Facebook, Twitter and other social media
- Make grassroots marketing deliveries
- Marketing project mutually agreed upon between intern and VP/Marketing

#### ANTICIPATED DUTIES IN VISUAL ARTS

- Assist with installation and de-installation of exhibits
- Provide administrative support for associated public programming
- Track art sales and keep accurate records or transactions
- Update artwork inventory of permanent collection
- Assist with research for ongoing projects
- Manage intake and pickup of artwork for Member's work displayed in gift shop

#### Additional ANTICIPATED DUTIES IN EDUCATION AND DEVELOPMENT, EVENT PLANNING, PROGRAMMING/OPERATIONS

#### Requirements:

Ideal applicants will possess at least two years of liberal arts, arts management or arts-related study at the college level, and have graduated no earlier than May 2011. Excellent written and verbal communications skills are essential. Applicants must demonstrate a sincere interest in the behind-the-scenes operation of an arts center. Access to a car and previous experience in customer service or arts administration are beneficial. For more details and application, go to:

<http://www.strathmore.org/aboutstrathmore/jobsinternships/view.asp?id=10034685>



***The Student Conservation Association***

The Student Conservation Association coordinates a number of history internships with parks and museums around the US from Virginia to Alaska. Most include housing or housing allowance: See:

<http://www.thesca.org/category/position-types/historical-cultural-resources/hist-history>

Or search for “history” from their home page: at [www.theSCA.org](http://www.theSCA.org)