



Available Internship Form

Employer/Organization Information

Business/Organization: Historic City of Jefferson

Address: 108 West Atchison Street

Industry: Non-Profit (Historic Preservation)

Website: <https://www.historiccityofjefferson.org/>

Contact Person

Contact Name: Anne Green

Title: Executive Director

Phone: 573-690-4225

Email: hcjexec@gmail.com

Internship Information

Internship Job Title: Historical Research Intern

Location of Internship: Jefferson City

of Positions Available: 4

Internship Start Date: Flexible

Internship End Date: Flexible

Internship Hours: Flexible

of hours per week: Flexible

Compensation (Unpaid, Hourly, Wage, Other): Unpaid

Dress Code: Casual

Job Description: Historic City of Jefferson is looking for interns to help complete a variety of research projects during the 2019 summer.

One project will be focused on assisting with research on historical landmark recipients in our community and conducting research to help with a book publication on this material.

Another is an oral history project where the intern will be helping conduct interviews and gather oral histories. This project will also include reading through previously transcribed histories to begin cross-referencing the material.

The third project is to assist with building and organizing a reference library for the organization. This will consist of organizing current material and assisting with collecting and scanning additional materials such as past newsletters, historical photos, etc.

The final project is focused on assisting with growing the organization's social media and helping to market the organization. This will include taking photos of a number of certain buildings in the community to be used for a variety of projects.

Skills Required: Skills required vary depending on the project. We ask that any candidates be reliable and respectful when representing the organization to our members and community leaders. We would like for an intern to have an interest in history and/or historical preservation.

We are flexible regarding our requirements and hours. We are committed to developing an internship that will help meet the needs of the student.

Minimum Education Required: Our internship program is open to any college student that has completed their freshman year.

What will students gain from this particular internship? HCJ will expose interns to a variety of skills needed for anyone interested in pursuing a career in a non-profit field: fundraising, membership development and outreach, programming, along with some exposure to advocacy at the local and state levels.

Additional Requirements: Transportation

Preferences

Student Major Preference: Communications/Marketing/History/Journalism (although any major will be considered)

Completed Education Level: Freshman year of college