

# Internship Opportunities – 2009

*York County, South Carolina*

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## Art

**Exhibition Project Intern** (Museum of York County) Reporting to the Exhibitions Manager, intern will assist with production and installation of new exhibit components and educational program support materials. Candidates must be available weekdays, have an interest in learning museum exhibit techniques, have a flexible schedule and the ability to work independently. Artistic talent, set design experience, skill with tools, and knowledge of construction techniques are helpful but not required. Time commitment is flexible, preferably ten to twenty hours a week.

## Education

**Summer Programs Intern** (Museum of York County) Reporting to the Family & Children Program Specialist, intern will help create dynamic, interactive learning experiences at summer camps and weekly programs for children focusing on environmental education, nature and African culture and wildlife. Duties include providing support for staff and volunteers, analyzing data from program evaluations and making recommendations for future programs. Candidate must enjoy working with people and have experience working with children, possess strong organizational skills and the ability to work independently. Education background preferred. Time commitment: Twenty hours a week to coincide with camp schedule: Mondays, Wednesdays, and Fridays from 8:00-3:00 during June and July.

## History, Public History, Library Science, Political Science

**Archives Intern** (Historical Center – McCelvey Center) Reporting to the Archivist, intern will assist in protecting and preserving historical documents and photographs and making them available for public use by placing documents in acid free folders, organizing collections of maps, news clippings, rare books, creating box lists and finding aids, indexing wills and court books, and identifying and processing photographs. Candidates should have a love of history and primary source material and enjoy detailed work. Time commitment: flexible; ten to fifteen hours a week.

**Historic Farm Intern** (Historic Brattonsville) Reporting to the Historic Farmer, intern will assist with all aspects of maintaining an historic farm including garden and field crop production, maintenance of small-scale heritage breeds production, farm equipment maintenance and repair, as well as interpreting historic farming to summer camps, school groups, and the walk in visitor. Candidates should have a background in history, museum studies, or agriculture, a keen interest in historic interpretation, the ability to work outdoors in a wide variety of conditions, the ability to interact with the public and work independently. Time commitment: *fifteen to twenty hours a week*.

**Historic Research Intern** (Historical Center – McCelvey Center) Reporting to the Historian, intern will conduct research on York County's historic railroads and textile mills using primary and secondary sources, including newspaper articles on microfilm, county records, published books, and unpublished reports. Research will be organized into chronological outlines using MS Word and will be incorporated into future historical publications. Candidates should be interested in local history, have computer and organizational skills, be detail-oriented and able to work independently. Time commitment: flexible; ten to fifteen hours a week.

**Search Room Intern** (Historical Center – McCelvey Center) Reporting to the Archivist, intern will assist in answering research questions and in running search room. Duties to include assistance with research projects and walk-in requests for genealogical/family history information, answering phone and email requests for information, re-shelving, filing, making copies for users with a goal of providing excellent service and timely answers to requests for assistance and information. Candidates should have an interest in historical research, the ability to work independently, be detail-oriented. Library research skills helpful. Time commitment: flexible; minimum eight hours a week.

### **Human Resources, Organizational Psychology**

**HR Generalist Intern** (Museum of York County) Reporting to the Director of Human Resources, intern will engage in a variety of projects including administration and assessment of the annual Employee Satisfaction Survey (ESS), team building, updating the website, updating organizational forms, policies and handbooks as needed. Applicants should be seniors or graduate students in HR Management, Business Management (HR Concentration), or Industrial/Organization Psychology. Other requirements include *minimum 3.0 GPA*, Windows/Office XP/Internet computing skills, outstanding written and verbal communication skills and excellent interpersonal and organizational abilities. Minimum of 2-3 days/week, flexible hours are available.

### **Landscape Architecture, Civil Engineering**

**Landscape Project Intern** (Historic Brattonsville) Reporting to the Property Manager, intern will create a plan to divert rainwater and prevent erosion around historic structures and trails, capturing water for use on historic farm or landscaping at Historic Brattonsville. Candidate should have a background in civil engineering or landscape design and the ability to work independently. Time commitment: flexible; twelve to fifteen hours a week.

### **Museum Studies, Art History, Marketing, Environmental Science**

**Collections Intern** (McCelvey Center) Reporting to the Collections Manager, intern will help with ongoing project labeling, cataloging and photographing a collection of works by illustration artist Vernon Grant, the creator of *Snap! Crackle! and Pop!*® for Kellogg's Corporation. Candidates should be a college junior or senior with excellent written communication skills, computer and database experience. Background in Museum Studies or Art History preferred. Time commitment: Flexible; ten to fifteen hours a week.

**Development Intern** (Museum of York County) Reporting to the Deputy Director of Advancement, intern will assist with ongoing research to expand the pool of prospective donors, grants, and corporate partnerships. Duties will include helping with annual fund and capital campaign. Candidates should have experience with MS Word, Excel, and Access, be able to work independently, be available weekdays. Minimum GPA of 3.0 required. Time commitment: Flexible; ten to fifteen hours a week.

**Watershed Project Intern** (Museum of York County) Reporting to the Museum Specialist, intern will conduct audience research and assist in exhibit content development and research for watershed programs and exhibits. Candidate should have background in Museum Studies and an interest in Environmental Science. Time commitment: flexible; twelve to fifteen hours per week.

### **Interested...**

For more information, contact Betty Caughman, Internship Coordinator

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[www.chmuseums.org](http://www.chmuseums.org)