

CLEVELAND HISTORY CENTER

of the WESTERN RESERVE HISTORICAL SOCIETY

Fall 2018 Internship Opportunities

Project Title: Curator & Collections Internship

Location: CHC

Department: Collections

Project Description: The curator & collections intern will work with the Curator of Collections & Exhibits directly. Collection management projects include object and art cataloging, object movement and inventory.

Of Interns: 2

Requirements: Attention to detail, work without direct supervision, able to work in storage areas.

Hours Per Week: 20 Hours

Application Instructions: Send resume and cover letter to jwaterman@wrhs.org

Project Title: Intern, Cleveland Jewish Archives

Location: CHC

Department: CHC Jewish Archives

Project Description: Short and long term interns are needed for work in the Cleveland Jewish Archives of Western Reserve Historical Society. Interns assist with a variety of tasks: processing archival collections, digitizing archival materials, completing oral history projects, researching topics for special projects and exhibits, working with community members and volunteers to promote local Jewish history, The internship provides interns of any age the opportunity to work in the fields of public history, library science, and/or Jewish history. It is an especially good opportunity for those wishing to work as archivists in the future.

Of Interns: 2-3

Requirements: Strong organizational and technical skills are required.

Hours Per Week: Up to 20, short and long term interns needed

Application Instructions: Send resume and cover letter to jwaterman@wrhs.org

Project Title: Reference Division Intern

Location: CHC

Department: Library/Archives

Project Description: Reference Division Intern activities include greeting and registering incoming Library patrons, explaining WRHS Library rules and procedures. Front desk interns will assist the staff with visitor inquiries about WRHS collections, access to the WRHS online catalog and on research and genealogy projects. Interns also assist with retrieving and shelving library materials, filling photocopy requests and special research projects. Interns will research their own family history and become familiar with WRHS genealogy and historical resources in order to broaden research skills and provide experience assisting staff in a special collections library.

Of Interns: 2

Requirements: Interest in History, detail oriented, works well with the public, students, volunteers, trust worthy. **Hours Per Week:** Up to 20

Application Instructions: Send resume and cover letter to jwaterman@wrhs.org

Fall 2018 Internship Opportunities – Cleveland History Center

Project Title: Costume Collection Intern

Location: CHC

Department: Costume and Textiles

Project Description: The costume and textiles intern will work with the curator on exhibitions and collections management. Exhibition work may include research and installation. Collections management projects include object cataloging, object movement, and collection inventory. Interns are also expected to complete an independent research project of their choosing that will culminate in a small display proposal.

Of Interns: 1

Requirements: Open to graduate and undergraduate students in art history, history, or related fields. Knowledge of historical dress resources and graphic design a plus. Applicants should have demonstrated experience with primary resource research, and be willing to work in a self-directed environment.

Hours Per Week: Up to 20. Interns will work at the museum on either Thursdays or Fridays with the option to fulfill their hours remotely (performing research, for example).

Application Instructions: Send resume and cover letter to jwaterman@wrhs.org

Project Title: Marketing Intern

Location: CHC

Department: Marketing

Project Description: Intern would research social media topics and create a content calendar around approved topics. Additional duties include: research industry and regional publications and the journalists who would be a good fit for WRHS stories and put together an updated community relations partner list that would identify groups and bureaus for partnerships.

Of Interns: 1

Requirements: This person should have excellent verbal and written communication skills, with some knowledge and interest in social media, media/community outreach, and creative. Experience in Microsoft Office applications, various social mediums, and Adobe Creative Suite required.

Application Instructions: Send resume and cover letter to jwaterman@wrhs.org

Project Title: Program Sales & Marketing Intern

Location: Cleveland History Center

Department: Education & Public Programs Department

Project Description: Intern needed for sales and marketing of education and public programs for a variety of audiences. Duties include development of sales plan, cold calling, working collaboratively with a team to create marketing material, distribution of marketing material, and assisting with events as needed.

of Interns: 1

Requirements: Strong verbal and written communication skills required. Individual must be self-motivated, organized, and able to work both independently and as part of a team. Experience in Microsoft Office applications, various social mediums, and Adobe Creative Suite required. Business and Marketing degree track a plus.

Hours per Week: Up to 20. (Flexible schedule available.)

Application Instructions: Send resume and cover letter to jwaterman@wrhs.org.

Project Title: Museum Education Intern

Location: CHC

Department: Education and Public Programs

Project Description: Interns work closely with the Lead Educator in assisting with student programming, from set up to tear down, support the education team with students. Also, create authentic learning models that incorporate primary source materials and place-based educational experiences for all audiences. Additional job duties include museum interpretation, day to day operation of the museum and the coordination of special events.

Of Interns: 2

Requirements: Interns should display excellent communication skills, creativity, and willingness to be trained in multiple areas to provide hands-on interactive programming.

Hours Per Week: up to 24

Application Instructions: Send resume and cover letter to jwaterman@wrhs.org