



32 Washington Ave, Schenectady, NY 12305 - (518) 374-0263
www.schenectadyhistorical.org

2018 SUMMER INTERNSHIPS

About the Schenectady County Historical Society

The Schenectady County Historical Society brings to life the region's dynamic history at the Mabee Farm Historic Site in Rotterdam Junction and the Gremms-Doolittle Library and the Schenectady History Museum in the historic Stockade district of Schenectady. Featuring interactive exhibits, talks, workshops, concerts, education programs and community events for all audiences, SCHS shares stories, inspires dialogue, and encourages understanding of the history, people, and cultures of Schenectady County.

About the SCHS Summer Internships

The Schenectady County Historical Society seeks a flexible and enthusiastic individual with an interest in public history and a commitment to excellent visitor services for its summer internship program. The successful candidate should have or be pursuing a degree in history, public history, museum studies, or a related field; must be willing to take initiative; be comfortable interacting with the public and with children; have excellent computer skills, and be able to handle multiple projects at one time. The candidate should be comfortable working independently and in small groups. Basic knowledge of PastPerfect software and artifact handling is helpful but not required.

The intern will be involved in many aspects of the Society's operations, and can expect to work hands-on in a variety of capacities at SCHS, gaining an understanding of how different departments overlap and work together in a small institution.

The intern will gain experience in each of following activities, as well as additional duties as they arise:

Education

- Present daily school programs to elementary and middle school students (May-June)
- Assist staff with the planning and implementation of educational activities during special events

Collections & Curatorial

- Document, process, inventory, photograph, and store a wide variety of artifacts, including paintings, furniture, textiles, household goods, and farm tools

Public Programs

- Lead daily guided historic house tours for the general public

- Develop and lead neighborhood walking tours
- Assist with large special events and smaller programs and concerts
- Represent SCHS at outreach events

Operations

- Open and close sites as needed
- Assist in the gift shop during school programs and regular operations
- Feed goat and sheep daily
- Update social media (including Facebook, Twitter, and Instagram)
- Assist with preservation, maintenance, and agricultural projects, including harvesting crops, painting, and moving artifacts as needed
- Assist with other daily operational tasks as needed

The internship schedule will vary week-to-week, depending on programming. Interns will work 35 hours/week, including Saturdays, for a twelve-week period beginning in May, and ending in August. Some evening work will be required. The pay rate is \$11.50/hour. Housing is not provided, and the intern must have transportation.

Interested applicants should submit the following:

- A resume
- A statement not exceeding two pages explaining how an internship with the Schenectady County Historical Society will supplement their educational and/or career goals
- A list of three professional references

Applications should be emailed to Mary Zawacki at director@schenectadyhistorical.org.