



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

2020 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. This internship involves occasional lifting and moving of heavy objects.

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, and Research

- Inventory and photograph a wide variety of artifacts
- Assist with ongoing interpretation of sites
- Research and write 1,500 word newsletter article(s).

Public Programs

- Lead guided historic house tours for the general public
- Assist with large special events and smaller programs and concerts, including parking cars
- Represent SCHS at outreach events

Operations

- Open, close, and perform basic housekeeping at historic sites as needed
- Assist with preservation, maintenance, and agricultural projects, including harvesting crops, painting, and moving artifacts
- Feed goat, sheep, chickens, and cat daily
- Assist in the gift shop during school programs and regular operations
- 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. The intern MUST be available on the following dates: July 3, July 18 and August 8. Some evening work will be required. The pay rate is \$12.00/hour. Housing is not provided, and the intern must have transportation.

Interested applicants should submit the following by March 19, 2020:

- A resume
- A cover letter not exceeding two pages
- A list of three professional references

Applications should be emailed to Mary Zawacki at director@schenectadyhistorical.org. In-person interviews will be held in early April.