



32 Washington Ave, Schenectady, NY 12305 - (518) 374-0263  
[www.schenectadyhistorical.org](http://www.schenectadyhistorical.org)

## **2023 MEDIA AND HISTORY SUMMER INTERNSHIP**

### **About the SCHS Summer Internship**

The Schenectady County Historical Society seeks a creative and friendly individual with an interest in history and strong social media and communication skills for a ten-week internship. Experience with Instagram and Facebook is essential.

The intern will be involved in most 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.

### **Responsibilities**

- Work alongside staff to update, build, and maintain the society's social media presence
- Create, schedule, and post social media posts and other content to build followers and grow brand awareness
- Research and write 1,500 word newsletter article(s) with a local history focus
- Distribute marketing materials in and around Schenectady County
- Lead guided historic house tours and walking tours for the general public
- Lead school programs
- Work with staff to ensure historic house is clean and presentable
- Assist with programs and special events, including parking cars
- Assist with other daily operational tasks as needed

### **Qualifications**

- Enrolled in or within one year of graduation from an accredited college or university with a relevant major, including, but not limited to: Communications, History, Art, or English
- Experience and knowledge with social media websites including Instagram, Facebook, and TikTok
- Interest in history
- Strong interpersonal, communication, computer, and writing skills
- Ability to multitask
- Willingness to learn new skills and pitch in where needed

### **Schedule**

The internship schedule is 24 hours/week, including Saturdays, for a twelve-week period beginning in May and ending in August. Salary is \$15/hour. Some evening work is required, and the successful applicant must be available the evening of July 3. Housing is not provided, and the intern must have transportation.

### **To Apply**

Please send a resume, cover letter, and example of digital media you've created to: Mary Zawacki at [director@schenectadyhistorical.org](mailto:director@schenectadyhistorical.org). Deadline to apply is March 10, 2023.

### **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 Grems-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.

SCHS is committed to being an inclusive organization, as an Equal Opportunity Employer, does not discriminate in its hiring or employment practices on the basis of race, color, creed, religion, gender, age, national or ethnic origin, physical or mental disability, military or veteran status, marital status, sex, sexual orientation, gender identity or expression, genetic information, predisposition or carrier status, domestic violence victim status, familial status, dating violence, or stalking, or any other category protected by applicable federal, state or local laws.

Employment at SCHS is contingent upon an acceptable background check result.