

INTERNSHIP JOB DESCRIPTION

About Organization:

The North Country Underground Railroad Historical Association (NCUGRHA) oversees the North Star Underground Railroad Museum. The museum opened in 2011. Our museum which was founded by Don and Vivian Papon tells the story of the Underground Railroads in the Lake Champlain area. This route which runs from the upper Hudson Valley into Canada was used by freedom seekers before the Civil War, Chinese immigrants between the late nineteenth and the first half of the twentieth centuries, Vietnam dodgers and deserters, and immigrants fleeing the United States today. Our mission is to research, preserve, interpret, and promote the Underground Railroad history of the Northeastern New York region's pathways to freedom; to celebrate, share and emphasize the importance of that history and its relevance and significance to the present and the future. The museum is opened from Memorial weekend until Columbus Day.

Internship Title:

History Museum Internship

Duration and Hours of Internship:

This is 24 weeks paid internship which will include conducting tours of the museum, research, office work, cleaning, and assisting with programs. Intern will work 15 hours per week, 10 of those hours as a docent assistant on Friday, Saturday or Sunday. Interns work, at a minimum, 15 hours per week over the course of 24 (totaling 360 hours).

Class Level/Major Sought:

Students who are juniors and seniors seeking a degree in history, museums or education are invited to apply.

Compensation:

Student will be paid \$500.00 biweekly.

Supervisor:

The History Museum Intern will work under the supervision of the President of the North Country Underground Railroad Historical Association (NCUGRHA) with docents and select Board members based on tasks he/she will be given.

Travel:

Travel is not required as part of the internship. Interns may work with individuals who will need to travel to complete projects.

Internship Objective:

The goal of this internship is to allow a student to learn how museums and non-profits businesses work. The NCUGRHA is looking for an intern for about 15 hours a week (part-time) who can assist with education, events, administration, being a docent, archival work or collections. Through this internship, students will understand how important it is to acquire professional level skills that can be applicable through many areas including culture, tourism, and education businesses.

Duties or Task Performed:

- Docent Assistant
- Assist with research, proofreading, and archival maintenance
- Assist with office related tasks such as filing, PastPerfect, digitizing documents
- Assist with events
- Assist in creating promotional information
- Assist in creating catalogues, documents, presentations and spreadsheet
- Assist with maintaining the gift shop
- Work with social media sites
- Assist with cleaning as needed

Job Specifications, standards and Requirements:

- Must have independent mode of transportation
- Basic knowledge of Microsoft applications
- Basic knowledge of social media
- Preference given to those majoring in history, museums, anthropology, archeology or education majors

Non-Essential Functions: N/A

Special Requirements:

Intern will be required to give a presentation to the Saranac Chapter of the National Society Daughters of the American Revolution and a presentation at the NCUGRHA Annual meeting in November.