

INTERNSHIP PROGRAM

Guidelines

OVERVIEW

Internships at the Historical Society of Virginia offer students and recent graduates the opportunity to explore the many facets of museum work at the History Museum of Western Virginia, the O. Winston Link Museum, and the Crystal Spring Pumping Station through special projects designed by members of the Society staff.

TERM

Summer interns work Tuesday – Friday, 10 a.m. – 4 p.m. The summer internship session begins the first Tuesday of June and lasts for eight weeks, for a total of 160 work hours.

Fall/spring semester and special-projects interns' schedules vary according to the internship; hours are more flexible in order to accommodate class schedules. Fall/spring semester and special-projects internships total at least 120 work hours.

APPLICATION

Available internships for the summer, fall, and spring, as well as special-projects internships, are posted on the Museum's website. To apply, candidates should submit: a **letter of recommendation** from an academic advisor or work supervisor, a **cover letter**, and a **resume** by the specified deadline. Cover letters should highlight previous employment, coursework, and/or other qualifications, as well as address the following questions:

1. For which internship are you applying and why?
2. Will this internship be used for academic credit?
3. What do you hope to achieve during this internship?

Applications for all internships must be received by the Society no later than the deadlines listed below:

Summer **April 1**

Fall semester **August 15**

Spring semester **January 1**

Special projects Variable; see individual descriptions

Applications may be sent via e-mail (director.hswv@cox.net) or mail to:

Historical Society of Western Virginia

ATTN: Internships

P.O. Box 1904

Roanoke, Virginia 24008

Applicants who are chosen for possible placement will be contacted within one week of the respective application deadline to arrange for an interview.

COMPENSATION

All internships at the Historical Society of Western Virginia are performed on a volunteer basis.

Museum staff will aid in the intern's pursuit of academic credit, if applicable.

All interns receive a one-year, individual Society membership.

INQUIRIES

Any further questions or concerns may be directed to Jeanne M. Bollendorf at (540) 224-1229 or director.hswv@cox.net

Internships are currently available for Spring semester to work in Collections Management at the History Museum of Western Virginia

Education level: Undergraduate or Graduate (History, Library Science, Museum Studies)

Primary purpose: to assist with a Collections Inventory, duties will consist of handling collection objects for assessment of condition and recording pertinent object information in preparation for digitization

Internships are currently available for Spring and Fall semester to work in Education at the History Museum of Western Virginia

Education level: Undergraduate or Graduate (History, Museum Studies, Education)

Primary purpose: to assist Museum Educator, duties will consist of conducting on-site programs, outreach programs, developing programs, evaluating programs, and developing teaching materials

Interns are currently available for Spring, Summer, and Fall semester to work on Virtual Museum digitization at the History Museum of Western Virginia and the O. Winston Link Museum

Education level: Undergraduate or Graduate (History, Art History, Library Science, Museum Studies)

Primary purpose: to enter and/or research data from museum archives and collections for digitization in PastPerfect