
History Alive! Program Internship

Internship Description:

The History Alive! program intern will work with both the Education and Collections team to select and conduct research on artifacts, photographs, or archival documents housed in the collection of the Orange County Regional History Center and Historical Society of Central Florida to support the Education Department's monthly History Alive! program. Interns will gain experience applicable to careers in museum education, collections management, and public programming.

Internship hours must be conducted onsite at the History Center, primarily within regular business hours Monday-Friday 8 a.m.-5 p.m. Additionally, the first Saturday of each month through the internship term is required. Intern must commit to a regular weekly schedule. Academic Credit may be approved by your college. This is an unpaid internship. Parking will be provided by the History Center.

¿Habla español? ¡Apreciamos voluntarios bilingües!

Reports to:

Public Programming Coordinator

Internship Duties and Responsibilities:

- Conducts research in the History Center's historical collection to select artifacts or archival items related to monthly History Alive! program themes.
- Utilizes research to draft brief, accessible historical object narratives including use, historical context, background information, and/or material culture analysis of selected collections items.
- Attends History Alive! program the first Saturday of each month during the internship term to facilitate gallery talks related to selected collections items for visiting guests.
- Provides general program support as needed – research, development, and preparation of activities.
- Other duties as assigned.

Required Knowledge, Skills, and Qualifications:

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- Must currently be enrolled in an undergraduate or graduate program with an accredited university.
 - Must have an interest in interacting with museum guests of all ages.
 - Must be comfortable speaking with and presenting information to the public in an upbeat and engaging manner.
 - Excellent customer service skills and positive disposition.
 - Excellent written and verbal communication skills.
 - Detail oriented, organized, dependable, and flexible.
 - Able to work in a team atmosphere and adhere to time schedules.

Preferred Qualifications:

- Experience teaching or presenting information in a formal or informal setting.
- Knowledge of Florida history.
- Familiarity with best practices of working with historical artifacts and archival materials.

*Final candidates must pass a criminal background check

Application Process:

Please email your resume and cover letter to Cheyenne Stastyshyn, Cheyenne.Statstyshyn@ocfl.net with the subject line “History Alive Program Internship – Your Name”