



CAREER SERVICES

ACADEMIC INTERNSHIP OPPORTUNITIES – Spring 2019

Updated: November 6, 2018

HISTORY

Requires signature of Professor Tim Huebner or Professor Jeff Jackson on internship application. Pre-Legal and Policy Internships (History 461) carry 2 credits and do not qualify for F11 credit. Public History Internships (History 360) carry 4 credits and qualify for F11 credit. Students who have completed a Public History Internship (History 360) may participate in a second Public History Internship that will only carry 2 credits.

The following are Public History Internships (History 360); these internships are eligible to fulfill the F11 requirement.

ALSAC/St. Jude, Executive Research Intern: As an intern on ALSAC's Executive Research team, you will be assisting with various duties to support the archival and preservation of documentation and artifacts related to the history of St. Jude Children's Research Hospital and ALSAC. You will also be acting as the representative for the Archive Room when there are requests to visit the room.

Blues Foundation and Museum: Work with radio staff to help stations get needed show material. Assist with organizing talent for the W.C. Handy Awards and Beale Street Caravan. Help with membership and affiliate promotions. Interns will also work with publicity and media. Interest in public relations required, especially in the blues genre.

Cotton Museum, Collections/Special Exhibits Intern: Process and document new artifacts; Create and/or modify exhibits in the history gallery with new artifacts; Maintain and update current exhibits.

Cotton Museum, Community Outreach Intern: Develop and implement a handful of community-focused events or programs during the course of the semester; Work with a small nonprofit budget and the rest of the Cotton Museum team to produce these events/programs; Produce a roadmap for a sustainable event or program.

Cotton Museum, Visitor Services Intern: Welcome visitors to the museum; Give visitors an introduction to the museum and its exhibits; Check on visitors throughout their visit and answering any questions they have; Lead scheduled tours of large (10+) groups.

Dixon Gallery and Gardens: The Dixon Gallery and Gardens internship will provide the student with an introduction to standard museum practice, providing professional experience and useful skills for future museum employment and further study to the field. Interns will assist the curator with researching documentation, bibliography and archives related to exhibitions including art, social history, literature and music.

Facing History and Ourselves: This intern will help pilot Facing History Together at Rhodes College. Facing History Together is a public engagement campaign designed to foster civil discourse and help students understand the fragility of democracy. Additionally, Facing History Together Rhodes will build a community of college students who are passionate about social justice, education, equality, and equity. The student intern will: help with the formation and promotion of the Facing History Together group on campus, garner the support of campus stakeholders, assist in identifying Facing History alumni on campus, organize logistics for events and publicize meetings, and collaborate with Facing History staff to implement strategic initiative and assist with administrative duties.

Lausanne Collegiate School, Archive Intern: Research, catalog, and digitalize Lausanne literary, theatrical, and sports endeavors; convert VHS video and slide to digital format; assist with the installation and de-installation of current and upcoming exhibits; assist in establishing education units and traveling trunks program.

Levitt Shell, Archival Intern: The Levitt Shell has over 300+ donated items that they would like to inventory and label. The intern would assist in the sorting, cataloging, indexing, scanning, describing, and organizing of these items. The intern will also research items to the extent necessary.

Memphis Heritage: Assist with the many preservation activities of this non-profit educational and charitable organization. Examples of projects may include: writing for The Keystone (a publication that serves as the voice of the Memphis Preservation Community); assisting with the MHI Annual Preservation Awards; assisting with the Architectural Auction; assisting with the Annual Preservation Series (an educational series encompassing topics of Memphis historic architecture and neighborhoods).

Memphis/Shelby County Public Libraries: The internship provides training in processing manuscript collections (analyzing and organizing materials, preservation of material, and preparation of a computer-generated guide to the collection). At the end of the semester, the intern's project will be bound and entered in the Library's catalog, providing a permanent record of the student's work.

Memphis Type History Podcast Intern: The intern will research primary and secondary sources for podcast episodes; Figure out a good "story" to tell based on that research for us to deliver on the show; Write show notes for our blog about each podcast episode; Conduct research and help write for the column we plan to have in the new StoryBoard Memphis print edition (launched Sept 2018). Students would engage in journalistic research and writing for both a podcast and a newspaper. They could also write for our blog as well if desired and have the author credit on those posts. If desired, they could also do social media for the brand as well. As a "capstone" for the internship we are also interested in letting them do their own podcast episode for Memphis Type History before wrapping up their time on the team.

Mississippi River Heritage Museum: Combines work at the Mississippi River Museum at Mud Island with history related work at Beale Street Landing. Duties include conducting historical research for exhibits and tours, as well as engaging in marketing and promotional work.

National Civil Rights Museum, Administrative Intern: Research content and information related to museum programs; Assist with program development and execution; Assist with special event planning, development and execution; Complete policy research and development (emergency planning, historic preservation); Complete special reports (economic impact, demographics, facility use).

National Civil Rights Museum, Collections Education Intern: Assist Registrar with object cataloging and archive processing; Assist in research, development and execution of public programs; Research and develop education materials; Assist with special event planning, development and execution; Assist with exhibition installation and documentation.

National Civil Rights Museum, Communications Intern: Perform media-related duties such as write media releases and alerts, manage media at events, track coverage; strong social media presence that encourages audiences to learn about civil rights history and open dialogue on current issues; Conduct online searches, extrapolate information from museum exhibits, learn history, and manage content that encourages museum visits, visitor reviews and create an engaging digital presence; Develop promotional strategy for online retail store; Develop newsletter articles and internal communications; Learn email marketing software and media monitoring services, website and social media tools.

National Civil Rights Museum, Development Intern: Assist in development of a member program; Research a grant or funding prospect; Assist in the planning, development and execution of the annual Freedom Award fundraising event.

National Civil Rights Museum, Operations Intern: Provide IT services: manage service requests, maintain equipment, update software, research new initiatives; Fulfill administrative tasks: Research facility equipment needs, assist with project management; Aid retail manager in daily operations; Aid Guest Services manager thorough research and administrative support; Assist with special event planning, development & execution.

OUTMemphis, Historical Archive Intern: Responsibilities include organizing the periodical collections at OUTMemphis and Rhodes College; organizing the 20,000+ photo bank and creating collections at OUTMemphis and Rhodes College; managing the contact list, scheduling interviews, crafting interview questions, and compiling transcripts for the oral history project; assisting in the organization, data entry, and scanning tasks associated with OUTMemphis' local LGBTQ history timeline; participating in the decision-making process around how, when, and what to keep in the official OUTMemphis archives, and what to distribute to other local collections. This internship is designed to help the intern build skills around 1) preserving documents, periodicals, pictures, and film for historical use, 2) organizing, scheduling, conducting, and transcribing interviews to preserve oral histories, 3) bridging the gap between interested MidSouth residents and archival materials, and 4) promoting LGBTQ history community education projects.

Pink Palace Museum Collections: The intern selects a research topic within an area of interest for research. The intern is assigned a collection of objects to describe in detail. The intern is then requested to produce a "user catalogue" consisting of a background paper and detailed descriptions of the objects. The intern is also encouraged to participate in a field-collecting trip and to interact with the administration, exhibits, and education departments.

Shelby County Archives: The Shelby County Archives protects, preserves, and provides public access to the permanent historical records of Shelby County Government. Interns will work on processing records, particularly those of the Shelby County Chancery Court during the nineteenth and early twentieth centuries. Processing includes humidification, flattening, foldering, indexing, and boxing of the records, so as to increase their accessibility to researchers. Chancery Court deals with cases of equity, which often involves private property, commercial property, estates, and possibly slaves.

Stax Museum of American Soul Music: The Stax Museum is working towards making its vast collection of archival materials related to the history of Memphis' own Stax Records more accessible to a public audience. The prospective intern will work closely with staff to catalog, identify areas of special care or need, and to update the collections database.

Temple Israel, Archive Intern: Intern will assist with the digitization of historic documents, work with Rhodes IT department and Temple Israel Archives to create comprehensive database for the public to search and locate grave locations and information; implement a comprehensive cemetery marker survey to identify and catalog individual markers in the cemetery, physically mapping out the cemetery.

True Story Pictures, Communications Intern: Add, update, and manage listings for national, regional, state, and local agencies, providers, and nonprofit organizations that work in the context of juvenile justice, youth and families, and criminal justice reform. Work with partners like the National Juvenile Justice Network to identify gaps within regions of particular interest. Transcribe audio interviews with individuals who've had personal contact with the juvenile justice system. Post interviews and photos in the "stories" section of website. Provide outreach coordination and scheduling support to individuals who want to record their stories. Manage social media content. Identify, schedule and share articles of interest on our FB and Twitter pages. Post project news and notices when new stories have been added to website. Promote events and spur audience engagement. Track social media analytics with monthly reports (likes/followers, mentions, top posts, profile visits, impressions).

Victorian Village Community Development Corporation: Victorian Village, Inc. exists to create a vibrant and diverse urban neighborhood that treasures our architectural heritage and builds a community that is safe, clean, and prosperous. Interns would help with efforts to develop the Victorian Village as a site for heritage tourism.

The following pre-legal and policy internships carry 2 credits; they do not fulfill the F11 requirement. Students must register for History 461.

Holland & Associates, PLLC: Work with a "holistic" lawyer in office work and legal project such as a legal brief, legal memorandum, settlement or negotiation letter; meet with supervising attorney at least bi-weekly; participate in trials when possible. Holistic law is a multidisciplinary, or more client-oriented and problem-solving oriented approach to legal problems, than traditional legal practice which tends to be more litigation and adversarial in approach.

Juvenile Court of Memphis & Shelby County's Volunteer Services Bureau, Administrative Technician Intern:

Conduct probationer orientation with the child and his/her legal guardian; assist APS Coordinator with probationer case assignments to Auxiliary Probation Officers; accept new probation cases and close completed probation cases; conduct Summons Conferences with 1st and 2nd time misdemeanor offenders; conduct Day Reporting Conferences with probationers and families; contact volunteer applicants to schedule interviews, trainings, background checks as needed. Assist with interviews and trainings as needed; Enter probationer monthly status reports into Court database.

Russell & Oliver: Interns must possess excellent organizational skills and basic computer knowledge to provide assistance to Case Managers and Associates that focuses on employee benefits/labor and employment law. Undergraduate interns will assist the firm's staff with a variety of legal tasks. For example, the selected individual(s) will conduct detailed telephonic interviews and will negotiate with attorneys nationwide to settle lien claims on behalf of Russell & Oliver's clients. The intern(s) will be responsible for supporting a wide variety of assignments and responsibilities and will be exposed to a range of legal issues.

Shelby County Commission, Legislative Operations Intern: Provide administrative support to the Executive Secretary-Chief Executive. Draft correspondence as needed. Work to resolve constituent complaints and answer commissioners' inquiries, furnishing information regarding tasks or projects. Serve as staff support during Commission, committee, and community meetings. Coordinate/work neighborhood and community meetings/field activities. Must be able to type at least 45 WPM and be proficient in Microsoft Office. Professional writing skills, ability to multitask, and strong organizational capabilities are a plus.

Stiles Law Firm: Shadow attorney in his day-to-day activities, including preparing and executing Elder Care Law and Real Estate Law legal documents. Assemble files for the real estate closing, including contract with the realtors and mortgage companies. Prepare and proof Life Care Planning documents as well as sit in on the execution of these documents.

In consultation with the department chair, students can also choose to complete a History Workplace Internship and receive 2 credits. History Workplace Internships take the form of any approved academic internship, in any department, from the list of sites maintained by Career Services. Such internships do not fulfill the F11 requirement.