

Summer 2024 Internship Listings

Project Title: Carousel Research Intern

Location: CHC

Department: Carousel

Project Description: The Carousel Research Intern will work with the Carousel Operations Coordinator and other related WRHS staff members on research and documentation projects that help illuminate and preserve the history of the Euclid Beach Park Grand Carousel. Projects may include researching imagery and symbolism present on the Carousel, conducting and transcribing oral history interviews with Carousel donors and enthusiasts, and other projects as assigned.

Of Interns Needed: 1

Requirements: Open to graduate and undergraduate students in art history, history, or related fields. Applicants should have demonstrated experience with primary resource research, be comfortable training in oral history methods and then conducting interviews, and be willing to work in a self-directed environment.

Hours Per Week: Up to 20.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org.

Project Title: Costume Collection Intern

Location: CHC

Department: Costume and Textiles

Project Description: The costume and textiles intern will work with the curator on exhibitions and collections management. Exhibition work may include research and installation. Collections management projects include object cataloging, object movement, and collection inventory. Interns are also expected to complete an independent research project of their choosing that will culminate in a small display proposal.

Of Interns Needed: 1

Requirements: Open to graduate and undergraduate students in art history, history, or related fields. Knowledge of historical dress resources and graphic design a plus. Applicants should have demonstrated experience with primary resource research, and be willing to work in a self-directed environment.

Hours Per Week: Up to 20.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org **BY APRIL 15.**

Please note that the April 15 deadline only applies to the Costume Collection Internship.

Project Title: Education Intern

Location: CHC

Department: Education and Public Programs

Project Description: Interns in Education will engage with a variety of projects and events, working closely with PK-12 Education Manager and other departmental staff. Projects may include: planning and preparing materials for in-person and virtual education programs serving all ages; assisting with summer events and student programs, from set up to tear down; researching best practices for programs and initiatives in development; and/or program sales support. The Education interns will assist in developing and delivering authentic learning experiences that incorporate primary source materials and place-based educational experiences for all audiences.

Of Interns Needed: 1-2

Requirements: Excellent communication and organization skills, creativity, and commitment to serving the public.

Hours per Week: Up to 20 hours (combination of on and off-site work). May include some weekend hours depending on the CHC schedule of events.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org.

Project Title: Italian American Collections Intern

Location: CHC

Department: Library/Archives

Project Description: The Italian American Collections Intern will assist with a variety of collections management and archival projects, including accessioning, arranging and describing documents and photographs, and digitizing collections. The intern will gain experience in managing both artifact and archival collections, digitization, and procedures for making collections materials available for research in the library and through the digital portal. Intern will broaden research skills, expand knowledge of WRHS resources, and gain experience working in a special collections library.

Interns Needed: 2

Requirements: Interest in history, detail oriented, ability to work independently and in small groups, basic computer and data entry skills.

Hours per Week: Up to 20 hours, Monday-Friday during WRHS open hours.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org

Project Title: Curatorial & Collections Intern

Location: CHC

Department: Collections

Project Description: The Curatorial & Collections Intern will work with the Chief Curator and Collections Manager on curatorial projects at the Cleveland History Center including cataloging, inventory and exhibit work. The major focus of this internship will be to assist with a collections storage relocation, with other duties as assigned.

Interns Needed: 2 (will work as a pair)

Requirements: Attention to detail, ability to work without direct supervision, ability to work in storage areas

Hours per Week: Up to 20 hours, Monday-Friday during WRHS open hours.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org

Project Title: Marketing Intern

Location: CHC

Department: Marketing

Project Description: Intern would assist with marketing tasks and social media management as needed. Duties may include writing content for Facebook and Twitter on timely historical topics; researching trends in local event and museum promotion; proposing strategies for promoting Cleveland History Center events and programs; creating marketing materials for upcoming events and programs; and assisting with market research and guest surveys. The Marketing Intern will take on special projects as assigned.

Of Interns Needed: 1

Requirements: This person should have excellent verbal and written communication skills, with some knowledge and interest in social media, media/community outreach, and creative. Experience in Microsoft Office applications, various social mediums, and Adobe Creative Suite required.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org.

Project Title: Processing and Digital Projects Intern

Location: CHC

Department: Library/Archives

Project Description: The Processing and Digital Projects Intern will assist in the arrangement and description of archival materials in the WRHS Library. The intern will gain experience in organizing archival materials for researchers to access and be exposed to all steps in the creation and maintenance of collections in the WRHS Research Library. Interns may also assist in the digitization of materials, assist in uploading the materials to the WRHS digital repository, and learn more about the digitization of audiovisual materials. Interns will broaden research skills, expand knowledge of WRHS resources, and experience working in a special collections library.

of Interns Needed: 2

Requirements: Interest in history, detail oriented, ability to work independently and in small groups, basic computer and data entry skills

Hours per Week: Up to 20 hours, Monday-Friday during WRHS open hours

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org.

Project Title: Public Programs Intern

Location: CHC

Department: Education & Public Programming

Project Description: Interns in Public Programming will engage with a variety of projects and events, working directly with the Public Programs Manager, and other departmental staff. Projects may include: Collaborating on the creation of visually appealing event materials to ensure our events resonate across various channels. This involves providing logistics support, including coordinating setup, managing signage and layout, and liaising with vendors. Additionally, contributing to positive guest experiences by providing assistance during events is crucial. These interns must also be able to assist with the setup and teardown of events, including moving tables and chairs alongside CHC staff.

Of Interns Needed: 1-2

Requirements: Strong organizational skills, consistently reliable with a self-starter mentality.

Hours per Week: Up to 10 hours (combination of on and off-site work) plus attendance at CHC's Public History Internship Program seminars to be announced. May include some weekend hours depending on the CHC schedule of events.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org.

Project Title: Rentals Intern

Location: CHC

Department: CHC Rentals

Project Description: Interns work closely with the Rentals Manager to assist with entire event coordination. This would include assisting with details meetings with clients, delivering site tours, making rental orders, answering client inquiries, planning & outlining event details, and implementing the rental events most weekends. Projects apply to the day-to-day operation of the museum as well as the coordination of special events, rental events, and client visits.

of Interns: 1-2

Requirements: Interns should display excellent communication skills, creativity, determination, and willingness to be trained in multiple areas to provide hands-on hospitality services. Must be able to lift at least 25lbs and work one weekend out of the month.

 **WRHS** Cleveland
History Center

Hours Per Week: 10-20.

Application Instructions: Send resume, cover letter, and application form to jdukes@wrhs.org.