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www.TheHistoryCenter.net



from generation to generation

Winter & Spring 2024 Internship Opportunities at The History Center in Tompkins County

Contact Zoë Van Nostrand at community@thehistorycenter.net

*****PLEASE NOTE – Student workers must choose from existing projects for their first semester at The History Center. Self-directed projects may be requested after completion of first term.*****

The History Center is unable to offer paid internships. The following campuses and community organizations may have funding opportunities available to compensate internships and/or research projects. We encourage student workers to pursue alternate funding sources to support their projects and time with The History Center. We are also happy to work with you to fulfill community service class requirements, and other academic programs.

We are a Federal Work Study placement for Cornell University and Ithaca College (Off-Campus Community Work program).



Cornell University.



ITHACA COLLEGE



Assistant to The History Center

The History Center in Tompkins County is open 4 days a week on the Ithaca Commons. The Assistant position will give you insight into the inner workings of a local non-profit. Duties will include staffing the Exhibit Hall desk, researching and answering visitor questions, assisting with event logs, set-up and break down for events, and other administrative tasks. Must be available for at least one in-person shift of no less than 3 hours (and up to 5) on a weekly basis. Schedule can accommodate school breaks. Complete the Exhibit Hall Worker Application at www.thehistorycenter.net/Volunteer under the "Docent" section. No prior experience necessary. At this time we can only accept applications from ages 14 and older. Please contact community@thehistorycenter.net with any questions.

Prioritizing Accessibility – Web Building

The History Center is seeking assistance with improving the accessibility of our website and learning materials for differently abled community members. Projects may include: writing alt-text for website images, researching/writing/recording of audio guides for current and upcoming exhibits, creation of closed captions for YouTube videos and virtual programs, research and design of printed materials in different languages and formats, research and implementation of other accessibility improvements for the organization. Interns can provide 3-10 hours per week. Must have close attention to detail and computer skills. Contact Zoë at community@thehistorycenter.net if interested. No prior experience necessary.

Improve Our Oral History Archives

The 'Oral Histories of Tompkins County Audio Archives' (thehistorycenter.net/oral-history) include over 200 interviews about life in Tompkins County from the 1970's to the present day. We are seeking support in transcription, reformatting of transcripts, writing of finding aids, and reviewing materials for relevant upcoming exhibits and programs. We are currently unable to train new volunteers on how to do transcriptions and can only accept workers on that aspect with prior transcription experience. There are many other aspects to this project that don't require prior experience!

Preference is for this internship to be done in-person at our museum on the Ithaca Commons. Request is for interns to work 2-10 hours per week. Applicants must be 18 or older as certain interview collections include more sensitive content.

Contact Zoë at community@thehistorycenter.net if interested, include relevant experience and/or coursework.

Building Tompkins County HistoryForge – Innovative Mapping & Digitization Project

HistoryForge (tompkins.historyforge.net) is an innovative, interactive digital history project combining maps, archival records, and census data that allows any community to explore its local history through the individuals who lived there and the buildings and neighborhoods they lived in. As an intern you may assist with: census record transcription from the 19th century for the Town of Ithaca and rural Tompkins County, scanning and uploading of historic images from our archives, georectification of historic maps, research and writing on notable buildings and individuals to expand their files on HistoryForge and more. Interns can provide 2-10 hours of volunteer time per week. Must have close attention to detail and computer skills. Contact Eve at historyforge@thehistorycenter.net if interested. No prior experience necessary. Learn more:

thehistorycenter.net/historyforge-volunteer

Digitize The History Center's Newspaper Column Collection

History Center staff and volunteers have been writing and publishing Then & Now columns in the Ithaca Journal exploring different aspects of local history for nearly 20 years. Help us create PDF's of this treasure trove of local research so they can be accessed by the community. Interns can provide 2-10 hours of volunteer time per week. Must have close attention to detail and an interest in getting to learn a lot about local history.

Contact Zoë at community@thehistorycenter.net if interested. No prior experience necessary.

On this Day in History...Social Media Intern

Help research notable dates in Tompkins County history to build our social media feeds. The History Center is growing its social media platforms on Instagram, Facebook, and Twitter as learning platforms and needs help researching information for interesting posts. This project can be research only, or could include writing blog posts, and/or graphic design of facts into images. Request is for interns to volunteer 2-10 hours per week.

Contact Zoë at community@thehistorycenter.net if interested. No prior experience necessary.

Museum JEDI - Discovering Diverse Local Histories – Web Building

The History Center is seeking assistance with building out our History & Heritage Month web pages (thehistorycenter.net/heritage-months) and social media content as part of our ongoing JEDI (Justice, Equity, Diversity, and Inclusion) work. These pages highlight local stories that have historically been marginalized, underrepresented, and under-preserved. In 2024 we are seeking assistance with Irish American Heritage Month, Arab American Heritage Month, International Underground Railroad Heritage Month, and Disability History Month. Projects may include: research, writing, graphic design, web design, census review, and educational content. Interns can provide 3-10 hours per week. Contact Zoë at community@thehistorycenter.net if interested. No prior experience necessary.

Translation Station

Are you fluent in a language other than English? 100% fluent in reading or writing that language? Help us translate our kids' activities and popular virtual exhibits to share them with new audiences! Request is for interns to volunteer 2-10 hours per week. Contact Zoë at community@thehistorycenter.net if interested. No prior experience necessary.

***Certain positions may have multiple people working concurrently on the project or initiative.*

Due to COVID-19 our public hours are variable, and dependent on local health conditions and the safety of our staff, volunteers, and visitors.

We promise that:

- The History Center adheres to all applicable federal, state, and local laws, as well as guidance from the Centers for Disease Control, concerning interactions which require close physical proximity or contact with other individuals.
- We will ensure personal safety for our volunteers within the scope of their volunteer time with us, and request they be conscious of their behaviors off-site to ensure continued safety for museum staff and visitors.
- Volunteers will be informed within 48 hours of any potential exposure within the building. Similarly, volunteers must inform their History Center staff supervisor within 48 hours if they test positive or begin to show symptoms for COVID-19 and abstain from in-person shifts until they receive a negative test.
- THC retains the right to dismiss volunteers from the museum and in-person volunteering for failure to comply with the health and safety guidelines of the building and organization, or discontinue the internship in response to governmental orders regarding closure of public spaces.