



110 North Tioga Street
Suite 204A
Ithaca, NY 14850

Located in the Tompkins Center for History & Culture

Winter 2021 Internship Opportunities at The History Center in Tompkins County

Contact Zoë Van Nostrand at community@thehistorycenter.net

Prioritizing Accessibility – Web Building

The History Center is seeking an intern to assist in 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 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 2-10 hours of volunteer time per week. Must have close attention to detail and computer skills. This internship can be done remotely or with regular in-person check-ins. Contact Zoë at community@thehistorycenter.net if interested. No prior experience necessary.

***Build our Oral History Collection on New York Heritage Digital Collections Database**

The History Center in Tompkins County has over 100 Oral History interviews with residents of Tompkins County about their lived experiences in this region. We are adding dozens of these interviews to our collections on New York Heritage Digital Collections (<https://nyheritage.org/collections/oral-histories-tompkins-county>) and are seeking volunteer assistance with uploading, transcription, metadata, and digitization of these interviews for the database listing. Interns can provide 2-10 hours of volunteer time per week. Must have close attention to detail and computer skills. This internship can be done remotely or with regular in-person check-ins. Contact Zoë at community@thehistorycenter.net if interested. No prior experience necessary. Must be 18 or older as certain interviews contain sensitive subject matter.

This internship project is part of the two-year Building Capacity, Creating Sustainability, Growing Accessibility grant project from the Institute of Museum & Library Sciences & the Museum Association of New York.

Assistant to The History Center

The History Center in Tompkins County is open 4 days a week on the Ithaca Commons. The Assistant internship position will give you insight into the inner workings of a local non-profit. Duties will include staffing the docent 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. Complete the Docent Application at www.thehistorycenter.net/Volunteer under the "Docent" section. No prior experience necessary.

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.

This internship can be done remotely or with regular in-person check-ins.

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 feed. 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.

This internship can be done remotely or with regular in-person check-ins.

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

Books, Books, BOOKS!

Have you dreamed of running a bookshop, being a book reviewer or blogger? Being given an excuse to read books all day on local history? This internship is for you! The History Center has assisted in publishing over 60 local history books in the last century, but that only scratches the surface of the phenomenal number of books on local history that are available for the county. Potential projects: managing inventory and book sales through our online store, writing blog and newsletter articles on existing books in our collection, building the On this Day in Tompkins County calendar through your reading research, building a local book database for our website, exploring local used book stores to build on our in-house collection. Request is for interns to volunteer 2-10 hours per week. This internship can be done remotely or with regular in-person check-ins.

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

***Certain positions may have multiple volunteers working simultaneously 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:

- *THC 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 THC staff supervisor within 48 hours if they test positive or begin to show symptoms for COVID-19 and abstain from in-person volunteering 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 for health and safety in response to governmental orders.*