Rutgers University History Department

PUBLIC HISTORY INTERNSHIP PROGRAM

PROJECT DESCRIPTIONS

As of January 2010

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PUBLIC HISTORY INTERNSHIPS

Available internships are described on the following pages. Public History internships provide credit for Rutgers University-New Brunswick undergraduate history majors who complete internships in the fall, spring or summer semesters. These internships are at New Jersey public or not-for-profit institutions and agencies or, in a few instances, elsewhere but involve New Jersey history. They do not include internships at law offices and other non-history related internships, which are available through another course, the General Internship Program, 506:452.

Except where indicated, internships are available at these sites for the fall, spring, and summer (May 29-July 5) sessions. Students may take the course once. (They may also take the General Internship course once.) Students who are interested in history internships must call (732) 308-3772 to make an appointment with Gary D. Saretzky, the coordinator for the Public History Internship program, before registering for 506:451. Enrollment in 506:451 + 506:452 is limited to eighteen students per semester. Students must have an interview with the coordinator before applying for an internship.

Internships require interviews with both the coordinator and the site supervisor. Approval by the hosting agency, as well as approval by the History Department, is required before an internship can be started. It is recommended that students bring a resume to the site interview.

Every student taking an internship is required to attend both an introductory session at Rutgers at the beginning of the semester and a concluding class at the end of the semester; work a minimum of 112 hours (8 hours a week in the fall and spring semesters); submit an oral interim report on the internship before the end of the first 6 weeks; and turn in a final, written report at the end of the semester. Students will be evaluated both by the hosting agency and the coordinator and/or assistant coordinator. All interns also will be visited on site by the coordinator or assistant coordinator during the course of their internship. The exact nature of the report required will be determined by the form of the internship, and should be clearly worked out with the coordinator at the beginning of the semester. Requirements for the summer internship program are similar but compressed into seven weeks: interns still work 112 hours per week in the summer program by working two or three days per week.

The following list includes agencies that have submitted detailed proposals for internships. In some cases, additional information on the host agency and more detailed project description are available from the program coordinator. If a student wishes to work for an agency that has not submitted a proposal, an effort will be made to arrange for an appropriate internship. Internships hosted by foreign government agencies or paid internships will not be approved.

Interns are not paid for the minimum of 112 hours of work at host sites. Compensation for extra work may be negotiated between the host site and the intern. Interns may be reimbursed by the site for travel expenses. Violation of this policy will result in an automatic failure grade.
for the course.

Appended to the description of each internship is an indication if public transportation is known to be available (if not indicated, don’t rule out the possibility) and the date when the project description was last updated or confirmed.  

*Introduction last updated: 2/1/2007*
http://www.labormuseum.org

The museum is located in a 12-room Victorian house used as a headquarters for over 20,000 silk mill workers during the 1913 Paterson Textile Strike. The Botto House staff provide opportunities for interns to work on several projects: (1) Curatorial Work: This involves helping research and catalog the museum's artifacts (including clothing, household goods, union memorabilia, etc.). (2) Archival Assistant: Assist the Museum as it works with the NJVid (State of the Art Video Access project) in digitizing oral history video. (3) Historical interpretation: Working as a tour guide taking visitors through the house and explaining its significance for Labor history and Immigrants' History as well as New Jersey History. (4) Exhibits: Help to research, catalog and arrange items for exhibits. (5) Special projects: For example, helping to plan, publicize and run special programs at the museum, including programs for children. The museum offers Saturday Labor Art Classes (grades 3-5), Videoconferencing/Distance Learning Classes for the general public and After-school classes for scouts, home instruction students and other student groups.

Internships not available in summer semester. Car suggested to reach the museum, although public transportation is available.

Last updated 1/12/2010

Atlantic Highlands Historical Society
http://www.atlantichighlandshistory.org/

In its four eras, the Atlantic Highlands area has evolved from Lenape lands to colonial farms, then from a planned Victorian resort into the bay side village of today. The Atlantic Highlands Historical Society covers all four periods. Its museum and headquarters are in the Strauss Mansion, an 1893 Queen Anne hilltop house overlooking lower New York Bay. An internship can focus on one of three fields, depending on the skills and interests of a candidate:

1) **Public programming.** Develop and conduct tour and learning programs for visitors to the Strauss Mansion concerning the house, the town historic district, and area history in general, and promote these programs with school, scout, senior, service and other town groups.

2) **Town historical research and preservation.** Do research on first English settlers (from 1667), black community (from 1700s), and European immigrants (from late 1800s); prepare material for self-guided walking tour of Victorian houses and master map of old-house dates; analyze possible components of an historic preservation ordinance; and/or assemble useful guide material for historic house owners.

3) **Archival, curatorial and exhibit work.** Re-organize, index and rehouse paper/document archives, original printed photos, and other perishable materials, including study of storage media and CD-ROM possibilities.

Public transportation available. 01/12/2006

Avalon Free Public Library History Center. Avalon.
www.avalonhistorycenter.com
The Avalon Free Public Library History Center (located on a barrier island off of Cape May NJ) serves as an informational and cultural Gateway to Avalon for all residents and visitors. The History Center visitors explore Avalon’s past, present, and future in visually exciting, intellectually accessible, and emotionally evocative new exhibits and public programs. Also at the Center are a circulating book collection, computer work stations, and patron access to history databases. Interns who meet certain educational and work criteria’s can be involved in the following:

**Interpretation**- The intern can run on and off site programs dealing with regional history topics and assorted public programs. Intern may also be responsible for helping host educational lectures and programs.

**Cultural Resource management**- The intern may aid the curator and museum technician in object care and restoration, cataloging and object identification, temperature and humidity studies, and exhibit set up and breakdown.

**Library Sciences**- Work maintaining the circulating book collection database, book collection organizational issues, and general library circulation needs service.

**Computer Sciences**- Work in design and upkeep of the Center’s website which includes; mailing list, photography, online exhibits, and other detailed information regarding the History Center.


**Aviation Hall of Fame and Museum of New Jersey. Teterboro Airport.**
http://www.njahof.org/pages/1/

The Aviation Hall of Fame, founded in 1972, recently quadrupled the size of its Education Center. An intern would help create exhibits, catalog archival collections and lead tours of the new facility. Interns also may do some writing and will have some time to learn about air traffic control working with airport personnel.

Car necessary to reach the facility. Last updated: 1/9/2009

**Battleship New Jersey Museum and Memorial. Camden.**
http://www.battleshipnewjersey.org

Intern needed to assist in Education Department of the Battleship New Jersey Museum and Memorial, a historic ship museum located on the Camden Waterfront. This position enables hands-on experience in a non-profit organization. The Education Department is responsible for all educational aspects of the ship including classes, seminars, outreach, distance learning, and docent training. Responsibilities include, but are not limited to: teaching, filing, research, marketing, development of programs, and assisting in mailings. Qualifications: Must be computer literate, proficiency in Microsoft Word, Excel and Internet helpful. Teaching experience and interest in the Battleship New Jersey preferred, but not required.

Accessible via Light Rail from Trenton to Camden waterfront. Last update: 4/15/2009
Boxwood Hall State Historic Site. Elizabeth.
http://www.getnj.com/historichouses/boxwoodelizabeth.shtml

Boxwood Hall is an 18th century building listed on both the National and State Historic Landmark registers. It was owned by Elias Boudinot, President of the Continental Congress and later by Jonathan Dayton, youngest signer of the U.S. Constitution. It is furnished with pieces ranging from the late 18th to mid-19th centuries. Two internships are available:

Inventory/cataloging: Assist with inventory of Boxwood Hall collection, which will include data entry. Assist with continuing cataloging of collection, which may involve research, not all of which can be done on the Internet.

Interpretation: Begin to develop, and hopefully complete, a booklet of exploration activities for children to use as they tour Historic Midtown Elizabeth. This would involve learning about the area, developing ideas for activities, and submitting them to teachers for evaluation.

Boxwood Hall has private off-street parking. It is five blocks from the NJ Transit NE Corridor/North Jersey Coast Line train station. Bus service is available from Union & Middlesex Counties & from Newark. Boxwood Hall is only partially Handicap Accessible. Interns must be able to climb stairs: the museum collection is located on two floors & the rest room is in the cellar. Lat update: 1/20/2010.

Buccleuch Mansion Museum. New Brunswick

The Buccleuch Mansion, ca. 1739, is a beautifully restored and furnished mansion in Buccleuch Park, New Brunswick. This site is listed on both the state and national Registers of Historic Places and was built by the father of a Revolutionary War officer, Anthony Walton White. It was home to prominent New Brunswick families for over 170 years and is furnished in colonial, federal and Victorian era furniture and artifacts to reflect its long history as a home. A variety of assignments can be performed by interns: (1) assist with publicity, (2) develop exhibits, (3) conduct historical research, (4) cataloging and researching our inventory.

Mansion is easily accessible to Rutgers New Brunswick campus.

Last updated: 1/22/2010

http://08016.com/bchs.html

The Burlington County Historical Society, established in 1915, is a private, non-profit organization. The society's mission is "to encourage historical research, to collect and preserve the early records of Burlington County and vicinity and to acquire buildings and articles of historical interest." Today the Society operates three historic houses, a museum and library, all located in the historic City of Burlington. Interns may work on the following projects: tours and school outreach programs; processing artifacts and manuscripts; assisting with exhibits; and deed searches. Last updated: 2/22/99
The internship program offered by the Camden County Historical Society will include orientation and training in either its research library or museum. History and public history students, both undergraduate and graduate, through a hands-on experience, will learn a variety of skills from a professional staff. The student can choose to intern in either the research library or the museum. While in the library, interns will assist library staff in their work, answer research by mail and email requests, learn cataloging and preservation techniques, as well as assist the librarian with variety of tasks that may include organizing and inventoring special collections, organizing the photo collection or assisting patrons with their research and genealogical needs.

While working with the Society's museum curator, interns will come into contact with questions of access and preservation in the Society's museum, as well as historic Pomona Hall, a prime example of 18th Century Georgian Architecture. Interns will participate with the interpretation of these venues as well as temporary exhibits located throughout the complex. Some interns may get the opportunity to participate in the research and construction of temporary exhibits. Accessioning, conservation and exhibit labeling are other areas that will be covered during the course of the internship.

Last updated: 6/12/2006

Cape May County Historical and Genealogical Society. Cape May Court House.

http://www.cmcmuseum.org

The Society operates a historical museum and genealogical library dedicated to preserving the diverse history of Cape May County. Internships can be designed to meet the student's interest and needs. Opportunities for interns include:

Project 1: Genealogical & Research Library

This project involves the cataloging and transcribing of historical documents such as wills, diaries, log books, etc into digital form. The documents will be saved to disc and also made available on the Society website. It will also involve assisting the Library Coordinator or the Genealogist with research requests.

Project 2: Museum Collection

This project involves assisting the Director/Curator with cataloging the collection, curating the collection, conservation of artifacts and creating displays and signage for various exhibits. It will also involve learning the script and giving tours to visitors to the Museum, which is a historic house museum. This collection contains but is not limited to, Native American artifacts, early maritime artifacts, colonial period artifacts and 19th century artifacts.

Last updated: 1/12/2010

Celebrate NJ! Inc. Freehold.

http://www.CelebrateNJ.org
Do you love history? Do you think NJ’s kids should love history, too?

Here’s an opportunity to bring your love of history to a unique and fun educational program that gets kids excited about New Jersey and all that makes it a special place to call home.

Celebrate NJ! is a non-profit organization whose mission is to celebrate all things New Jersey. We do this through educational programs and promotional campaigns. We’ve developed two writing programs: a 4th grade NJ Studies program and a Middle School (STEP) program that focuses on NJ’s leadership in science, technology and the environment. Both programs include a statewide writing contest, awards events, and media campaign covering the activities of over 8,000 NJ students participating this year. We’ll be creating an online Celebrate NJ! newspaper, coordinating a pen pal program between classes, and coordinating a dozen events between May 1 and June 30.

The perfect candidate will have a passion for New Jersey and a great attitude, be technically savvy and creative, and have great written and oral communication skills. Organizational skills are a plus. High energy is a must! This is a great position for students also majoring in K-12 education.

Hours can be flexible—daytime in the office and/or evenings for events (May and June). Tasks will include review and coordination of student articles, planning and design of online student newspaper, contact with newspaper media, communication and interface with teachers, support for awards event coordination, database management and website updates.

Last updated: 1/12/2010

Cemetery Association of Somerville

The CAS was founded by five churches in 1867 to provide a non-sectarian cemetery for area residents. It was established as a nonprofit stock company run by a board of nine directors and has been in continuous operation since its founding. Two projects are available for interns. Project A: To compile a history of the CAS to document the evolution of the organization using original documents; to organize, codify, review, and analyze the CAS by-laws from 1867 to the present; to produce an annotated copy of the by-laws with all the changes made since 1867; and to compile the current set of proposed by-laws drawn from the historic record to present to the board for adoption. Project B: Work with cemetery director to take a census of plots and interments. Experience has shown that some records are incorrect or missing. This would entail cross-referencing existing records (computer database) and fieldwork.

Interns will work at the Somerville home office of Dr. Granville Brady, President of CAS and Doctor of Audiology, Kirksville College of Osteopathic Medicine. All materials are available on
site to students. Some local travel to cemetery on an as needed basis depending on project (less for project A, more for project B). Cemetery is in Somerville, about a mile from Dr. Brady's home. Last updated: 1/29/2004

Center for the Study of the Governor – see Eagleton Institute of Politics

Center for World War II Studies and Conflict Resolution, Brookdale Community College. Lincroft.
http://brookdalecc.edu/pages/730.asp

Student intern will help staff manage and promote the Center for World War II Studies and Conflict Resolution’s Ted J. Narozanick World War II Resource Center located in Brookdale Community College’s Bankier Library. As part of the staff, the intern will also work with committees planning and promoting the programs and services offered through the resource center such as its World War II Studies Series programs, its Video and Vets programs and its annual Conflict Resolution Forum. In addition, the intern will assist in the interviewing of World War II and Korean War veterans as part of the Center’s Veteran History Project. All interviews are videotaped and sent to the Library of Congress for its files. The intern will gain through the experience how to manage a public resource Center; help plan and promote public programs and services; and develop interviews for use in recording the memories and experiences of World War II and Korean War veterans, applicable to veterans of all wars. Last updated: 1/12/2010

Cornelius Low House/ Middlesex County Museum. Piscataway.
http://co.middlesex.nj.us/culturalheritage

This is a county-run, nonprofit museum devoted to the display of changing exhibitions relating to New Jersey history. Past exhibitions have included Somebody to Cheer For: Black Professional Baseball, 1860-1950; Uncommon Clay: New Jersey's Architectural Terra Cotta Industry; Our Long Endurance: The Story of New Jersey in the Civil War; Down the Shore: The Coastal Heritage of NJ, and many others. Interns will assist in the creation of new museum exhibitions and educational workshops, and may be asked to help with public programming events.

Tasks may include object cataloging, research and script writing, exhibition mounting, and general office duties. Interns may accompany staff on fact-finding, object identification and research trips as they prepare for upcoming exhibitions. As part of the internship program, interns will be exposed to the basics of conservation, object handling, collection management, and history research. Knowledge of word processing helpful.

Museum is reachable by car or Rutgers campus bus. Last updated: 1/12/2010
The Cranbury History Center is the research arm of the Cranbury Historical & Preservation Society. The Center has a growing collection of genealogical records, oral histories, photographic archives and a small library. An intern could help in these areas: 1) Catalog library collections; 2) Catalog museum acquisitions, photos and oral histories and other files to our Past Perfect Software for museum collections (we also need to have our collections photographed); 3) Research East Jersey Deeds from references we have and locate the sites in the Cranbury area; and 4) Research & map Brainerd cemetery. Last updated: 2/6/2007

Crossroads of the American Revolution. Morristown and Trenton.
http://www.revolutionarynj.org
Want to do an internship in historic surroundings? Come work at the Crossroads of the American Revolution National and State Heritage Area in our offices at the Old Barracks Museum in Trenton and Morristown National Historical Park in Morristown. Be a part of charting the course for New Jersey’s National Heritage Area as we develop alternative strategies, each with a different emphasis, for our congressionally required management plan. You will be involved with historic sites, open space and historic preservation groups, re-enactors, teachers and archivists. Specific tasks will include working on a video project, creating website content and outreach to interested stakeholders. Visit www.revolutionarynj.org and find us on Facebook and Twitter. Last updated: 1/29/2010

http://dlar.org
The David Library is a private, non-profit specialized research library focusing on primary source documentation of the era of the American Revolution. It contains a broad array of materials on the subject, including the Sol Feinstone Collection and the most pertinent records from the British National Archives and other major repositories. A David Library intern will assist with in-house research projects tailored to the intern’s research talents and interest. Projects may include (but would not be limited to) indexing a microfilm or document collection, providing research assistance to off-site researchers or David Library Fellows, assisting David Library staff with programs or exhibits, providing library assistance services to patrons and reading room staff. A car is necessary to reach the Library. Internships are available at The David Library year-round. Last updated: 1/29/2009

David Sarnoff Library. Princeton.
http://www.davidsarnoff.org/
Internships available for summer 2009 and possibly fall 2009 semesters but not after that due to site closure.
http://www.nps.gov/dewa

There are a wide variety of opportunities for interns at various locations within the National Recreation Area, located along 36 miles of the Delaware River.

**Architectural projects.** Conducting archival research on the history of a building within the recreation area and writing a historical data report and/or a Determination of Eligibility for the National Register. Documenting historic structures within the area by preparing measured drawings and taking photographs.

**Curatorial projects.** Assisting with inventory and cataloging of museum objects. Developing temporary exhibits for Millbrook Village, Van Campen Inn, and other locations within the Recreation Area. Assist with archival processing of photographs, slides, flat files and historical research files.

**Archeological Projects:** Assisting with archeological investigations, testing, lab and curatorial work.

**Historical Research Projects.** Develop research paper on rural life and the impact of the Civil War in Pahaquarry Township NJ (based on an original diary, already transcribed). Taping and transcribing oral history interviews. Research, identify and evaluate sites within park associated with Black history (e.g. slave cemetery, Johnson-Losey house, Callahan house. Research and write paper on Black History within the recreation area and surrounding communities using primary and secondary source information. Assist with research and writing of park administrative history.

Students may visit the website above and click on the volunteer link which has additional information on internship programs.

A car is necessary. The site is approximately 1.5 hours from New Brunswick. A small stipend to cover travel expenses may be available from the park. Accommodations may also be available. 1/27/2006

http://www.passaiccountynj.org/ParksHistorical/Historical_Attractions/deymansion.htm

This internship is at a 1740 Georgian home operated by the County of Passaic Dept. of Parks. Through artifacts, exhibits, and special programs, the museum seeks to interpret the Colonial era, in particular in regard to Washington's activities during his three-month stay at the mansion in 1780. Interns are either Tour Guides or Curatorial Assistants. Interns are required to have an interest in museums and/or Colonial History; and good oral communication and writing skills. Tour Guides need to be able to handle group tours. Under the direction of the museum curator, a student intern can expect to give museum tours, assist in writing publicity and general correspondence, maintain museum records, and participate in collection development and program planning. Interns will learn the history of the Dey Mansion, antique conservation techniques, how to be an effective tour guide, and museum programming. Additional information
on this internship available from the coordinator. Not available in summer semester. Last updated: 1/12/2009

Down Jersey Folklife Center. Millville.  
http://www.wheatonarts.org  
The Down Jersey Folklife Center conducts research in the eight Southern counties in New Jersey. Students work with different ethnic, religious, social occupational, etc., groups and with different versions of traditional cultures. Interns can assist with the gathering local history in narratives and images collecting narrative songs about historic places, events, and persons; written narratives on towns, other places, and groups; and descriptions of rituals. Interns conduct fieldwork conducting interviews, preparing fieldwork documentation, and creating and using archival records. Through this work, interns will learn about the theory and research methodologies used in folklife documentation. Last updated: 1/19/2010

Eagleton Institute of Politics, Rutgers University.  
The Rutgers Program on the Governor (http://governors.rutgers.edu) was established in January 2006 to develop comprehensive resources relating to the office of the governor throughout the nation, with special emphasis on the history, powers and contemporary role of the governor in New Jersey. The Program, which is coordinated by the Eagleton Institute of Politics in cooperation with the Rutgers University Libraries, has been established with support from the New Jersey State Legislature and private sources. The Program is seeking interns to assist on a variety of projects, including assisting in research of original source materials in the New Jersey State Archives and other archival collections, preparing for video interviews of key associates of former governors; and developing bibliographies, inventories of course syllabi and other reference sources. The Program is particularly interested in interns with skills in Web design, video editing and archival research. Last updated: 1/20/2010

http://www.co.middlesex.nj.us/culturalheritage  
The Village is a collection of structures from the 18th and 19th century that have been relocated to Johnson Park in Piscataway. The buildings represent a cross section of life and include a schoolhouse, church, tavern, wheelwright/blacksmith shop, and the homes of early central New Jersey settlers. The Village is under the auspices of the Middlesex County Cultural & Heritage Commission an agency within Middlesex County Government. The mission of the village is to interpret the history of the Raritan Valley. To that end, staff create exhibits and programs that highlight the extensive history of central New Jersey. Internship possibilities include researching a variety of historical topics, helping to mount exhibits, assisting tours, outreach programs and developing educational workshops. Prospective interns are given a tour and meet with staff to discuss what internship opportunities exist. Located on River Road near campus. Last updated: 1/20/2010
Edison National Historic Site, West Orange.

http://www.nps.gov/edis

Run by the U.S. Dept. of Interior, National Park Service, the site is a museum and archives comprising Thomas Edison's second major laboratory complex built in 1887 and his residential estate Glenmont. Interns are needed to work in both locations within curatorial and interpretation and education divisions. We are preparing the lab to re-open to the public. This may include moving, storing, and inventorying artifacts, and cleaning and preparing exhibit spaces. At Glenmont, an intern will assist the Curator of Glenmont with collections activities such as museum housekeeping, inventorying, photographing collections, cataloging objects, and creating temporary exhibits in the period rooms. In both cases, projects can be designed for short-term or long-term assistance.

Interpretation and education interns work closely with the public. They share the many stories of Thomas Edison and his family at Glenmont and in 2009, at Edison’s laboratory complex, by providing basic visitor orientation, tours, special events and education programs. Interns are also needed to research, develop and implement special events and education programs to children of all ages. Other projects include researching, writing and producing visitor handouts and web publications. Information is acquired through on-site training and publications available at hand. Interns work side by side with park ranger staff.

The site can be reached either by car or public transportation.

Last updated: 1/9/2009


http://www.ets.org

ETS is a not-for-profit organization engaged in educational and psychological research, evaluation, and related activities. The ETS Archives holdings include records of ETS and predecessor organizations involved in testing, as well as manuscript collections of significant individuals involved in education and/or psychology. Internships will be structured to allow interns to gain experience in various phases of projects. Projects currently available: (1) Arrangement and description. Process archival collection or series, and produce a finding aid to be used by researchers. (2) Retrospective catalog conversion. Assist in converting remaining card catalog holdings to electronic archives database, assigning additional ERIC descriptors to enhance subject access to archival holdings. (3) Cataloging of archival material. Assist in evaluating newly-arrived accessions and entering new catalog records into Archives catalog database.

Car recommended. Last updated 1/13/2010

Ellis Island Immigration Museum.

http://www.nps.gov/elis

Interns are needed for a variety of projects:
1) Catalog and transcribe oral history interviews, update oral history database and assist researchers and staff at Oral History library;

2) Assist with rehousing, organizing, and cataloging manuscripts, government publications, photographs, and videotapes in the archives and library;

3) Work as Discography Assistant, performing research for a discography of sound recordings about immigration.

4) Assist Exhibit staff with exhibit-related research, documentation, planning, as well as installation and de-installation of temporary exhibits as needed.

Last updated 1/15/2010

Fort Lee Historical Society and Museum. Fort Lee.
http://www.fortleehistoricalsociety.org

Fort Lee’s history begins with the Revolutionary War and includes the early movie industry, the George Washington Bridge and Palisades Amusement Park. The Historical Society’s collection is housed in the Fort Lee Museum. It includes photographs, books, pamphlets, videotapes, audiotapes, maps and ephemera. Our collection reflects our history. With help from a New Jersey Historical Commission grant, the Society has made great progress in cataloging our material using the Access database but much more needs to be done. Projects available to an intern include cataloging, digitizing photos, and re-working the Society’s web page. Public transportation is available. Last updated: 1/29/2009

Fort Monmouth Historical Office. Eatontown.
http://www.monmouth.army.mil/historian/

The Fort Monmouth Historical Office seeks a qualified intern to assist with research, cataloging and digitizing projects. The Historical Office documents Fort Monmouth's history since it's inception in 1917. The functions of the Office include preserving, maintaining and updating the command archives and website, writing histories and monographs, conducting the oral history program, conducting historical tours of the installation, hosting visiting researchers, responding to historical inquiries, and providing briefers for speaking engagements. Interns would have the opportunity to work and gain experience in any of these areas. Last updated: 1/12/2009

Friends of Anderson Park. Montclair.
http://www.friendsofandersonpark.org

This century-old park was designed by John Charles Olmsted, stepson of Frederick Law Olmsted, a creator of Central Park. Our conservancy is preparing a nomination to the National
Register of Historic Places for this park, which is part of the pioneering Essex County park system, the first county park system in the nation. We are working toward rehabilitating its historic design. Intern opportunities: 1) **Archival research.** Gather material to support National Register nomination by mining primary-source material in Essex County archives, Montclair Public Library and Montclair Town Hall. Dogged persistence and a zeal for the hunt are a plus. 2) **Survey grants.** Investigate and analyze preservation grants and make recommendations. 3) **Exhibit work.** Help conceptualize and prepare an exhibition about the park. Graphic design and computer skills helpful. 4) **Web-site design.** Integrate text and illustrations about park history for our web site. 5) **Community outreach.** Help write and design a member newsletter.

We have no office, so interns would work in libraries, archives and at home on their own computer. Daily contact by phone or e-mail and a weekly conference in person would be expected.

Car suggested. Last updated: 1/24/2008

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**The Friends of the Jacobus Vanderveer House. Bedminster.**

[http://www.jvanderveerhouse.com](http://www.jvanderveerhouse.com)

The Friends of the Jacobus Vanderveer House is a non - profit organization dedicated to the restoration and development of the Jacobus Vanderveer House as a cultural resource in Bedminster, New Jersey. The Vanderveer House is significant in American military history and was listed on both the National and New Jersey registers of historic places in 1995. Located in River Road Park in Bedminster, the Vanderveer House has been at the center of Bedminster’s rich and colorful history for over two centuries. Local legend has it that General Henry Knox and his family lived in the Jacobus Vanderveer House during the winter of 1778-1779 while the general commandeered the Continental Artillery that was encamped in nearby Pluckemin. Plans for the restored house call for establishing a museum for exhibiting artifacts from the Pluckemin encampment and featuring programs related to the history of the Revolution. Interpretive exhibits will be designed for the site.

To qualify as a student intern at the Vanderveer House, one must have a background or major course work in American History and have good research and writing capabilities. Responsibilities would include doing research of the Revolutionary War period through, though not limited to, such resources as local newspapers of the area at the time, searching for references in articles and advertisements to the Vanderveer family, General Henry Knox and the Pluckemin Encampment and American Colonial life in Bedminster.

The Friends have conducted several research projects in the past, including a recent document for museum interpretation of contexts and themes for exhibits and displays. The student intern’s work would be to add to the existing body of material already on file.

The Vanderveer House has won several design awards for its restoration and the Board of Trustees has worked with a prominent and well respected team of architects, archaeologists, historians and researchers including Holt, Morgan, Russell, architects in Princeton, archaeologists Hunter Research, Inc. in Trenton and Linda B. McTeague, preservation planner.
The student would report to the Board of Trustees which is comprised of 18 members and is responsible for raising funds to restore the house and for promoting increased visibility of the Vanderveer project as a whole. Last updated: 1/26/2007

**Gateway National Recreation Area. Sandy Hook. Gateway National Recreation Area. Sandy Hook.**

http://www.nps.gov/gate/

Historic Research Internship with the National Park Service
Gateway National Recreation Area, Sandy Hook

**Background:**

Sandy Hook is located on a six mile long barrier peninsula at the entrance to lower New York Harbor. Sandy Hook became home to Fort Hancock in 1895. Fort Hancock was responsible for protecting New York Harbor from enemy attack with large coastal guns. At the beginning of the Cold War, the enemy threat changed from the sea the air. Fort Hancock became home to NY-56, one of a series a Nike Missile sites that ringed New York City. Also located on Sandy Hook’s six miles of ocean front beach is the oldest lighthouse in the country, two stations of the United States Life-Saving Service, and the Army’s first Proving Ground for testing new weapons.

**Internship Requirements:**

Interns will work with the Museum Curator, Historian and other professionals in the fields of Interpretation and Cultural Resource Management. Research will be conducted at Sandy Hook, utilizing the park’s extensive museum collection and at local repositories in Monmouth County.

**Research Topics:**

Interns will work on several projects in Cultural Resources. This is a list of possible research projects:

1. Conduct research on the medical facilities and the nurses stationed at the Fort Hancock hospital. Using primary and secondary sources available in the museum collection and outside repositories establish a history of this facility and the people who staffed it.

2. Conduct historical research on the African-American experience at Fort Hancock. Using primary and secondary sources in the museum collection at Sandy Hook, and also a variety of outside repositories, trace the role of both civilian and military African-American personnel serving at Fort Hancock from circa 1898 to 1974. Project includes identifying any specific sites and buildings associated with the African-American experience at Fort Hancock.

3. Carry out historical research about Sandy Hook's role in the American
Revolution. Using mostly secondary sources in the museum collection at Sandy Hook, and also a variety of outside repositories, trace the activities and incidents of American, British, and Loyalist military forces at and around Sandy Hook from 1775 to 1783.

Dormitory housing may be available for a minimum commitment of 30 hours per week. Last updated: 2/2/2009

**Gen. James A. Garfield Camp, No. 4 Sons of Union Veterans of the Civil War. Lawrenceville.**

The Gen. James A. Garfield Camp No. 4, Sons of Union Veterans of the Civil War (SUVCW) Civil War Museum is located in the Lawrenceville, New Jersey National Guard Armory. It is staffed entirely by volunteers who are members of Camp Number 4, which was founded in 1896. The Museum is housed in two rooms on the ground floor of the Armory and has office space and a research library off the old polo field in the attached building. The Museum has recently expanded its public display space with the acquisition of an additional 22 by 24 foot room.

The Museum is open to the public on Tuesday and Friday mornings at the present time. The Museum is also open for special events conducted by the State of New Jersey, the New Jersey National Guard, the 112th Field Artillery Association, Lawrence Township, Scouting and Veterans groups, and for special tours arranged through the New Jersey National Guard Militia Museum. In conjunction with the New Jersey National Guard Militia Museum, the Civil War Museum is planning to host school tours in 2007.

The SUVCW is a non-profit 501(C)(4) organization, comprised primarily of men who can trace their family lineage to a male ancestor who was an honorably discharged veteran of the Union Army during the American Civil War. The by-laws of the organization permit each camp to have a small percentage of its members to be those, while without having a Union Veteran ancestor, have exhibited a deep interest in the Civil War and its participants. The SUVCW is a nationwide organization chartered by the Congress of the United States as the lineal descendant of the Grand Army of the Republic (G.A.R.), an organization which was comprised of Union Army Veterans of the Civil War. It was designated to be the final repository of artifacts, documents and memorabilia by the G. A. R., New Jersey Department, as the Civil War veterans died and G.A.R. Posts closed.

The items in the Museum fall into three distinct categories: (1) Artifacts and documents of the Civil War, (2) Artifacts, documents and memorabilia donated by members of the G. A. R. Posts located in Trenton and their families, and (3) Artifacts, documents and memorabilia donated by members of the SUVCW Camps located in New Jersey and their families. The contents of the Museum formerly resided in the Perry Street, Trenton Fire Headquarters. In July of 1998, they were packed and moved to the National Guard Armory in Lawrenceville. Among the artifacts and memorabilia are: (1) Civil War era muskets, carbines, bullets, artillery shot and shells, canteens, belts, buckles, swords, bayonets, shoes, battlefield relics, uniform accouterments,

The documents at the Museum include: (1) a copy of the Medal of Honor certificate issued to Sgt. John Beech, 4th New Jersey Volunteer Infantry, (2) G. A. R. Post and SUVCW Camp charters, (3) G.A.R. Post, SUVCW Camp and Ladies Auxiliary minute books, (4) G.A.R. Burial information, (5) G.A.R. Post, SUVCW Camp and Ladies Auxiliary membership records, (6) G.A.R. Post, SUVCW Camp and Ladies Auxiliary national and New Jersey encampment proceedings and (7) books written about Civil War topics. There are gaps in these collections, which we hope will be filled by donations by members of the public.

Our focus is multifaceted, that of: (1) conserving the documents, photographs and artifacts that the museum has, (2) identifying and cataloguing what the museum owns and has on loan, (3) constructing display cabinets, (4) preparing exhibits for display and (5) preparing descriptive panels for exhibits. Our members have painted cabinets and shelves, cleaned swords, muskets, carbines, bayonets and G. A. R. furniture. In addition, we have helped members of the public research their Civil War ancestor.

Intern Projects:

• Assist in preparing a school visitation program for grammar, middle and high school students.
• Completing the digital photographing of the collection.
• Preparation of searchable Data Bases of the membership of the three G. A. R. Posts in Trenton.

1. Name
2. G. A. R. Activities
3. Birth and Death Dates
4. Military Service
5. Biographical information
6. Pension information
7. Burial Location

• Preparation of a publicity brochure.
• Preparation of captions for displays.
• Preparation of exhibits.

1. Rescuing New Jersey's Civil War Battle Flags from a fire at the State House in 1885.

2. Allied Orders Encampment Badges.

3. Civil War Flag carried the 3rd New Jersey Militia
   • Assists in an investigation of Thomas Hamilton G. A. R. Post Number 56, Trenton, New Jersey.

1. Determine who the Post was named after.

2. Location of the Post’s Documents.
   • Preparation of higher quality photographs of members using microfilmed newspaper photographs.

• Preparation for a CAPES inventory.

• Preparation of a plan for the acceptance of temporary loans of artifacts and memorabilia.

For additional information please contact Joseph F. Seliga, Senior Vice Commander, Gen. James A. Garfield Camp No. 4, Sons of Union Veterans of the Civil War at seliga1@optonline.net

Last updated: January 31, 2007

Gloucester County Historical Society, Woodbury.
http://www.rootsweb.ancestry.com/~njgchs/index.htm

The Gloucester County Historical Society’s Library houses a wide variety of collections. It is the repository for South Jersey maps, manuscripts, diaries, account books, newspapers, photographs and over 80,000 original county documents (1686-1900).

Assistant to Museum Collections Coordinator. Duties may include the following: digital images of artifacts; preparation and/or break-down of themed exhibit; research; storage management; preparation of inventory of artifacts; docent assisting Museum Coordinator during tours and/or private tours for school groups or civic organizations. If the intern’s interests are within the Gloucester County Historical Society’s Library, the intern would be under the direction of the Library Coordinator. Duties may include the following: specialized projects such as scanning collections; research; inventory of collections; assistance to Library staff during public hours.

Every effort will be made to assist the intern in the selection of a project in keeping with their educational interests, goals and skills, while offering hands on experience and the opportunity to explore in depth the unique holdings of the Society.
Gustav Stickley Museum at Craftsman Farms. Parsippany.
http://www.stickleymuseum.org

Operated by the Craftsman Farms Foundation, this museum is the former home of Gustav Stickley, a major figure in the American Arts and Crafts Movement. The museum’s mission is to foster the understanding of the ideas of Gustav Stickley and the American Arts and Crafts movement and to emphasize their relevance to contemporary times. The museum seeks to achieve its mission through the preservation, interpretation, and use of Gustav Stickey’s home. Internships are crafted to fit individual student's interests. Possibilities include creating special subject programs for adults and children, research on property use, and collection management projects.

Formerly known as Craftsman Farms (name changed in 2000).

Car necessary. Last updated 2/13/2007

H.B. Smith Industrial Village Conservancy. Smithville.
http://co.burlington.nj.us

The Conservancy is a not-for-profit organization which assists the Burlington County Board of Chosen Freeholders with implementing the Master Plan to develop Smithville Park, a 400 acre site that includes 19th century historic buildings of the Smith Machine Company and Company Town. The Master Plan includes the creation of an industrial museum in a restored factory building. One major exhibit will focus on manufacturing techniques for casting iron and making wood working machinery. Many of the wooden patterns used for the cast iron remain on the site and an intern is needed to inventory them, using 19th century sales catalogs, also available on site, and to organize them for the exhibit. Last updated: 10/1/1999

The Hermitage. Ho-Ho-Kus.
http://thehermitage.org

The Hermitage, a National Historic Landmark, is a historic house museum that is one of the nation's outstanding examples of picturesque Gothic Revival architecture, the results of an 1847 remodeling by architect William Ranlett. The house incorporates an earlier stone dwelling that was visited during the Revolutionary War by General George Washington and was the site where Aaron Burr met and married Theodosia Prevost. The museum's collections are notable for their range of historic clothing, personal items, documents and papers relating the Rosencrantz family who owned and lived at the site from 1807-1970.

Internship possibilities include: Researching objects such as books and ephemera or costume, preparing them for storage and entering data into Past Perfect; researching, developing and teaching various educational programs for children and adults, such as group tours, scout
programs, and hands-on history workshops; and opportunities to do a research project from materials in archives. Each internship is tailored to the student’s needs and interests. Internships run for the duration of one semester and are available year round. Interested individuals should contact the museum for a registration form and to schedule an initial interview with a member of our staff. All internships are supervised by the museum’s Curator or Education Coordinator, depending upon the nature of the project. A final paper or project is required from each student regarding the work they completed during their service. Car necessary to reach site.


**Hillside Historical Society. Hillside.**

The Society maintains the historic Woodruff House (1735 and 1790) and Eaton Store Museum (1900). An intern is needed to work with volunteers to continue inventoried and cataloging archival material (old papers, maps, diaries, photographs) in the climate controlled archival center. Hundreds of artifacts in the house, store, and replica barn have been listed but need processing. Work may include computerization (optional). The intern will also have the opportunity to work with others in preparation of descriptive brochures and newsletters and to participate in interpretive tours for visitors. Last updated: 2/25/2000

**Historic Cold Spring Village. Cape May.**

[http://www.hcsv.org](http://www.hcsv.org)

Historic Cold Spring Village, a 22-acre early American non-profit living history museum located at the Jersey Shore in Cape May, NJ, has a wide variety of internship/work experience opportunities available for history majors, including research, development, and site marketing. Programs include the Marshallville One Room School House Experience. The site opens to the public in late May and closes in early September but internships are available in the spring, summer, and fall. Internships available in the following categories: History Education; Marketing/Development; Non-Profit Management; Special Events; History Preservation; and Theater. Last updated: 1/12/2010

**Historic Speedwell. Morristown.**


Historic Speedwell is located in Morristown, NJ, and is a historic site of the Morris County Park Commission. Known as the Birthplace of the Telegraph, this 7.5-acre site preserves the homestead estate of Stephen Vail, owner and proprietor of the Speedwell Ironworks. In 1838, Samuel F.B. Morse and Alfred Vail gave the first successful public demonstration of the electromagnetic telegraph in the National Historic Landmark Factory Building, located on the site.

Historic Speedwell offers one internship position available in its education department. The intern works under the supervision of the Senior Program Specialist/Volunteer Coordinator.

The Education Program Intern assists with the development and presentation of school and other interpretive programs and special events. The candidate should have a background in
history, education, American studies, museum studies, or a related field.

The hours are flexible, but they do require weekends during our open season (from April through October). During our open season, our hours are (From April 1-June 30) Tuesday to Saturday, 10 am to 5 pm and (From July 1-October 31) Wednesday to Saturday 10 am to 5 pm and Sundays 12 Noon to 5 pm.

Last updated: 1/22/2010


http://www.allairevillage.org/

Three internships are available at Allaire:

Support Staff Intern
Available: Fall 2010/Spring 2011
Goal: Intern will experience the operations of a small non-profit living history museum.
Description: Support staff intern will work closely with the Associate Directors of Allaire Village, Inc. Intern will be responsible for a variety of research projects that will focus on the early 19th Century particularly the 1830s. Intern will also be given one main research topic and will be asked to produce at least a five page paper. Other responsibilities include participation in two special events, assisting with program brochures, help with current exhibits, and light clerical work. Students will leave our program with a substantial portfolio of their achievements.

Historical Interpreter
Available: Summer 2010
Goal: This position will give interns a greater understanding of living history museums and the importance of accuracy in research. Intern will also gain public speaking and tour conducting skills.
Description: Intern will be trained on the history of the Howell Works and the early 19th Century. Once intern has learned the information about the site they will be outfitted in appropriate 1830s clothing and be given a designated area to "interpret." All interns will walk away with the knowledge of a trade or craft. Examples of trades or crafts include blacksmithing, carpentry, tinsmithing, casting & molding, quilting, hearth cooking, sewing, gardening, and much more! Intern will be expected to produce a three page paper regarding historical interpreting and living history museums. Interns will walk away with a substantial portfolio of their activities.

Curatorial Intern
Available: Summer 2010/Fall 2010/ Spring 2011
Goal: To assist the Museum Collections Committee with inventorying all historical items in our collection and will be exposed to the history and culture of our historic site in order to gain an appreciation for the project they will participate in.
Description: Intern will be trained in Past Perfect, a leading museum software, learn the proper way to store, restore, and conserve artifacts, procedures for accepting or rejecting gifts, offers,
purchases and bequests to the museum collection, and accessioning policies and procedures. Intern will also gain knowledge of 19th Century artifacts and The Howell Works.

Car Required.  Last updated 1/29/2011

**Historical Society of Plainfield. Plainfield.**

http://www.drakehousemuseum.org

The Drake House Museum, Plainfield’s historic link to its colonial past, is a city-owned public museum administered by the Historical Society of Plainfield (HSP). This historic museum, built in 1746, is on the State and National Register of Historic Places. It was at the Drake House that George Washington is said to have consulted with his officers during and after the Battle of the Short Hills, which was fought over the entire Plainfield area on June 25-27, 1777. The first floor kitchen, bedroom, and dining room are decorated in the style of 18th century farmhouses. Parlor furnishings represent the late Empire and early Victorian eras. The Harberger Library is furnished in the popular Victorian style of the late 19th century.

Among the Drake House Museum’s holdings is the famous Julian Scott painting, “The Death of General Sedgwick.” The museum also contains an extensive decorative arts collection, a large costume collection (early 1800s-early 1920s), and artifacts from the colonial and revolutionary eras, such as an authentic “witches ball,” a 17th century Geneva Bible, a French musket, and an English flintlock rifle with the seal of King George III. Original documents include land sale agreements from the colonial era, the last will and testament of Isaac Drake, dated 1756, in which he provided for the manumission of Drake family slaves, and original maps of New Jersey from the 18th and 19th centuries.

The HSP has a number of internship possibilities available. They include: research, development, and installation of new exhibits; research and maintenance of the various collections; assistance with genealogical requests; interviewing residents for continuing oral history project; and assistance with tours for Plainfield school children and the general public. HSP interns are also encouraged to develop and curate history-related exhibits for display at the Drake House Museum. Interns must possess strong oral communication and writing skills. Bilingual (esp. Spanish-speaking) interns are strongly encouraged to apply. Resume and letter of interest required as application for the internship. The Drake House Museum is easily accessible by public transportation (train and bus) as well as by car. Last updated: 2/6/2007

**Historical Society of Princeton. Princeton.**

http://www.princetonhistory.org/

Established in 1938 to preserve Princeton's history, The Historical Society of Princeton (HSP) is located in Bainbridge House, a 1766 former residence, which currently houses a museum that interprets Princeton’s history through changing and permanent exhibitions; collections of photographs, manuscripts, maps, and other archival materials; and HSP staff offices. Bainbridge House is situated in the heart of downtown Princeton on Nassau Street (Route 27) within convenient walking distance of numerous other cultural institutions, including the Princeton University Art Museum, Morven Museum and Garden and the Paul Robeson Center for the Arts.
Interns have worked on a variety of important projects for the Historical Society of Princeton. Future interns will likely have a choice of two major tasks:

1. Assisting with research for upcoming temporary exhibitions. This may include gathering information from HSP’s collection of manuscripts, maps, photographs, newspapers and vertical files and also may involve some travel to area research centers, including the Princeton Public Library and the Princeton University Library; or

2. Assisting with collection cataloging projects. With the purchase of the PastPerfect Museum Cataloging Software, HSP has begun the process of creating digital access to its collection. Interns will work with original materials and will create individual cataloging records in the PastPerfect system.

Public transportation is available. Last updated: 1/9/2009

Howell Living History Farm. Titusville.
http://www.howellfarm.org

“We have a project for almost any interest. The goal of all of our projects is to better tell the story of farming and life on our farm and in our neighborhood. You could help us search for new information, integrate information we have into a coherent story, or present the story to visitors. Some projects could be called archival, some archaeological, some experimental. Acquisition of new sites has raised many new questions. Can you help us find the answers? When did electricity come here and how? Who are the two African-American boys in this school picture and what was their life like? Who farmed the neighboring farm in 1900 and what did they grow? In 1800? When were all the trees cut down in this area and what were they? When, if at all, did anyone make maple sugar here? We would also like to map our own and some neighboring farmsteads and historic sites.” Last updated: 2/6/2004.

IEEE History Center, Rutgers University, New Brunswick
http://www.ieee.org/history_center

The Institute of Electrical and Electronics Engineers, Inc. (IEEE) established the IEEE History Center to preserve, research and promote the history of information and electrical technologies. The Center maintains many useful resources for the engineer, for the historian of technology, and for anyone interested in the development of electrical and computer engineering and their roles in modern society. The Center maintains a 4500-image photo archive relating to the history of electrical and computer engineering, an oral history collection, and the corporate archives of the IEEE. Interns assist in the acquisition and accessioning of materials, preparation of exhibits and web sites, and special research projects such as National Historic Landmark site nominations. Located on College Avenue Campus. Public transportation available. Writing sample helpful. Last updated: 1/13/2009.
Institute for Jazz Studies. Rutgers University, Newark.
http://www.libraries.rutgers.edu/rulib/abtlib/danlib/jazz.htm

The Institute of Jazz Studies, a research branch of the John Cotton Dana Library of Rutgers University Libraries, is the largest special collection and archive devoted to jazz under university auspices. Housed on the Rutgers-Newark Campus, the Institute’s activities transcend its vast holdings of recordings, books and periodicals, files of clippings and historic photographs, and its tremendous archival collections and artifacts. Its mission, simply, is to promote jazz as a living art form.

Interns and work study students have undertaken many different types of projects through the years. Prominent among these are helping to arrange and describe collections of papers, photographs and music manuscripts that can be completed over the course of a semester. Students with backgrounds in sound engineering have done sound transfers of valuable tapes of music as well as rare interviews with jazz legends to CDs. Students, especially those from the masters-level Jazz History and Research class offered on the Rutgers-Newark campus, have also assisted researchers in locating materials and helping to reorganize our artists files, which contain newspaper and other clippings detailing the careers of jazz artists.

Institute of Jazz Studies staff members interview potential interns to determine their interest before they arrive to perform their internships so that we can offer a learning experience that benefits both the student and the Institute.

Last updated: 1/29/2010

International Labor and Working-Class History
Rutgers University Cook Campus
http://www.ilwch.rutgers.edu

International Labor and Working-Class History is a journal that publishes cutting-edge scholarship on class and labor history from a global perspective. For the past twenty years, we have connected labor to histories of race, gender, technology, migration, and a host of other topics. This internship is ideal for students who want to immerse themselves in the way historians write about labor, as well as get an insider’s view of academic publishing. Interns will work with the editors as they oversee the editorial and production process. Other internship activities may include photo research, fact checking, enhancing the resources on the journal’s web page, maintaining correspondence with scholarly publishers, and helping to organize conferences of historians. Students with an interest in global and/or labor history are encouraged to apply. Last update: 1/26/2010

Jamesburg Historical Association. Jamesburg
http://www.jamesburghistory.com

The Jamesburg Historical Association is the caretaker of Lakeview Mansion, the museum of Jamesburg, New Jersey, and the historic home of James Buckelew, Jamesburg’s namesake, and his wife Margaret. The mansion, constructed between 1685 and 1870, is a maze of twenty-three rooms today. The mansion is located within Buckelew Park, a 1.75 acre tract of land, the
last of the Buckelew estate, which once consisted of approximately 4,000 acres. In addition to the mansion, the Dingfeld Blacksmith Museum and a farm implement museum are situated on the property. The Jamesburg Historical Association is dedicated to the collection, documentation, preservation, interpretation and display of the material culture of the Borough of Jamesburg, the Buckelew family, including previous and subsequent owners, Southern Middlesex County communities, the State of New Jersey, and household items pertaining to the eighteenth, nineteenth, and twentieth centuries.

Currently, Lakeview Mansion is closed for a long-term restoration project. Only research-based projects on a variety of topics are available at this time. Last updated: 1/27/2010.

The Jewish Heritage Museum of Monmouth County. Freehold.

http://www.jhmomc.org/

The Jewish Heritage Museum of Monmouth County is dedicated to the promotion of public awareness of the County's Jewish heritage for the education and enjoyment of both children and adults. Its mission is to present exhibits, programs and publications that celebrate, preserve, explore and illustrate the rich and unique history of the Jewish residents of Monmouth County, New Jersey, and their contribution to the community. Located in an old barn (c1800) which was once part of the Levi Solomon farm, the museum is scheduled to open in the spring of 2007. Bernard Hochberg has generously provided the space. The Jewish Federation of Greater Monmouth County has provided initial support. Two internships are available:

1. The intern will be researching, analyzing and indexing the more than ninety 18th century court documents on file in the Monmouth County Archives pertaining to the Jewish merchants Jonas Solomon, Levy Hart, Isaac Emanuel, and two or three others, with the aim of describing and understanding the role the Jewish colonial peddler/merchant/tavern keeper played in Monmouth County's rural economy - at a time when no formal banking system existed. This could certainly evolve into a term paper or graduate thesis. The intern would be expected to work primarily at the Monmouth County Archives situated in Manalapan and at the Jewish Heritage Museum of Monmouth County in nearby Freehold Township. A visit to the New Jersey State Archives might also be required.

   Last updated: 4/21/2008

2. The intern will be interviewing and recording various Monmouth County residents whose families or themselves made significant contributions to Jewish community life and that of the general community. The JHMOMC has already embarked upon taping the oral histories of individuals whose families settled in Monmouth prior to or soon after World War II. While every effort would be made to have the people to be taped come to the JHMOMC Freehold Township museum office, it might be necessary for the intern to travel off site to various homes around the county. The intern, on site or off, will always be accompanied by a history committee member.

   Last updated: 4/21/2008
http://jewishgen.org/jhscj

The Historical Society was established in 1977 and is located in downtown New Brunswick. It maintains an archives and a library in support of its mission to preserve records of the history of Jewish life in the region and to promote publication of research based on its holdings. Among records available are collections pertaining to synagogues, organizations such as Hadassah chapters, a poultry cooperative, and Rutgers Hillel. There are also some family papers, relatively complete runs of Jewish serial publications, and oral histories. Primary duties of an intern: archiving (training provided); interviewing people for oral histories; cataloging and shelving books; other office clerical type work such as: data entry, filing and photocopying. Prospective interns are also encouraged to propose projects for consideration. Hours open: 9:00-1:00, M-F. Walking distance from campus. Last updated 1/12/2006.

Jewish Historical Society of MetroWest. Whippany.
http://www.jhsmw.org

The Jewish Historical Society of MetroWest collects, preserves and promotes the rich legacy of the largest Jewish community in New Jersey, encompassing Essex, Morris, Sussex and a portion of northern Union counties. Interns will primarily be involved with the ongoing PastPerfect database input project, as well as records processing and exhibition support. Car necessary. Last updated 2/1/2007

Lawrenceville School Archives. Lawrenceville.
http://www.lawrenceville.org/on_campus/library/archives.asp

The Archives is located in the Bunn Library on the Lawrenceville School campus, a private, preparatory boarding school founded in 1810. Collections include 19th century and contemporary photographs, documents, manuscripts, publications, and objects related to the history of the school and its alumni, who include poet James Merrill, naturalist Aldo Leopold, and philanthropist Ted Stanley. Two internships are available yearly. The first, an ongoing project available in fall, spring, and summer semesters, involves the organization, preservation, and indexing of approximately 16,000 historical photographs, and the organization, preservation, indexing, and digitization of a small collection of 19th- and early 20th-century glass plate negatives and glass lantern slides. The second internship, available every spring semester, centers on the creation of an Alumni Weekend exhibit focusing on some aspect of the school’s history. Interns would be expected to assist in research, writing, and mounting of the exhibit, and would also have the option, time and interest permitting, to create an online, digitized version of the exhibit. The school is accessible via public transportation by taking NJ Transit train to Hamilton RR Station and transferring to 606 Princeton bus, stopping at Route 206/Franklin Corner stop. Last updated 1/12/2010. NOTE: NOT AVAILABLE IN 2010.

Liberty Hall Museum. Union.
Liberty Hall Museum, now entering its fifth year of operations is looking for interns to complete the cataloging of the collection. Over 225 years worth of items relating to the history of the Livingston/Kean family, the history of New Jersey and the history of the United States need to be organized. Students may choose their own topic of research or work alongside the museum staff. New discoveries are being made every day. Last updated: 1/22/2007

http://libertyhallnj.org/

Meadowlands Museum. Rutherford.
http://www.meadowlandsmuseum.org

The Meadowlands Museum is a local history and culture museum for the communities that surround the NJ Meadowlands. It is located in a 200 yr. old historic house, but is NOT a historic house museum. Our local history exhibits make use of the museum’s collection of about 17,000 local history artifacts, photographs and paper items. The Museum also runs a schedule of education programs for children, school groups, scout groups, seniors and families.

Internship opportunities include:
* computer scanning and cataloging of our historic photograph collection
* local history research requests from the public
* help in establishing the museum’s new local history study center
* museum in a suitcase kits for local teachers – after selecting a topic with the museum staff an intern would select items and make a kit to be borrowed by teachers for the purpose of teaching local and NJ history
* research and writing of short local history topic articles for the museum’s newsletter
* background research for upcoming exhibits

Internship work must be done Monday through Wednesday before 4PM (some Thursday morning or weekend afternoons may also be available)

Public transportation from Newark and New York comes close to museum. Last updated: 1/21/2010. **Note: Not available in 2010.**

Mercer County Clerk’s Office. Trenton
http://nj.gov/counties/mercer/officials/clerk/index.html

Records Management/Archives Intern: The County Clerk's Office is interested in an intern to work on various projects within the Clerk's office involving archival material and records management. Some projects include: 1) Conducting a thorough records inventory of all the Clerk's records per DARM standards. 3) Archiving of the County Clerk's permanent records into archival storage boxes. 4) Preparation of disposal requests (maintained and approved by DARM) for records past their life cycle period. 5) Assisting with projects that involve migrating
records into a digital format. Please note other appropriate tasks may be assigned. This is an excellent opportunity to learn about NJ DARM regulations and records management operations within a county government. Every effort will be made to accommodate the student's schedule. The Office is open from Monday to Friday from 8:30 A.M. to 4:30 P.M. Applications with cover letter accepted by fax or email, no phone calls. Last updated: 1/15/2008

Metlar/Peter Bodine House Museum. Piscataway.

The Metlar/Peter Bodine house, ca.1728, is the oldest of two remaining buildings from Raritan Landing, a once prosperous 18th century river port. This site, listed on both the state and national Registers of Historic Places, serves as Piscataway’s local history museum. A variety of tasks can be preformed by interns: (1) assist with public programming and exhibit development; (2) work with museum consultants on site interpretation; (3) help with publicity and with newsletter production; (4) conduct historical research.

Can be reached by bike from Rutgers campus. Due to a fire, internships not available before Fall 2009 Semester. Last updated: 1/8/2009

Miller-Cory House. Westfield.

http://www.millercoryhouse.org

Miller-Cory is a well-established Living History farm museum. It is looking for interns interested in working with the public in costume to interpret 18th century farm life. Also, it is particularly interested in candidates who would like to work on the restoration of 18th century authentic herb, dye and vegetable gardens. All of the produce and gardens are used in its interpretive and foodways programs. Exceptional opportunity for someone to train with very knowledgable people in the outdoors. Also, the museum’s inventory of artifacts needs to be updated. Opportunities are available for students to photograph, categorize and enter artifacts into computer.

Summer internship not available. Last updated: 1/21/2010

Millville Army Air Field Museum. Millville.

http://www.p47millville.org

The Millville Army Air Field Museum, located at the Millville Airport, preserves the history of the Millville Army Air Field, Millville, New Jersey, which was dedicated by the United States War Department in 1941 as “America's First Defense Airport.” The Museum, which is located in the original Base Headquarters Building, displays a large collection of World War II aviation artifacts of local and national interest. Numerous aviation and veteran groups hold meetings and/or enjoy tours of the Museum, allowing members and guests to network, offer information, and assist in expanding the Museum's assets.

Join us in our mission to help preserve aviation history, honor veterans, educate and promote aviation for future generations.
Possible Internship Projects: 1) Inventory all display cases throughout the museum; 2) Enter data into an excel spreadsheet; 3) Assist with writing captions on artifacts in display cases and in museum; and 4) Research on artifacts.

Last updated: 1/30/2008.

**Monmouth Battlefield State Park.** Manalapan.

http://www.state.nj.us/dep/parksandforests/parks/monbat.html

Assistance needed in researching Revolutionary War artillery to determine the most likely field pieces used in the Battle of Monmouth (1778). Would require obtaining access to microfilm through travel (David Library, Washington Crossing, PA) or interlibrary loan, as well as background reading on artillery, the American Revolution, American manufacturing, and arms smuggling. Internships not available in summer. Last updated: 1/15/2008

**Monmouth County Archives.** Manalapan.

http://visitmonmouth.com/archives

The Monmouth County Archives, located at the Monmouth County Library Headquarters, contains county government records, court records, Freeholder records, records of the County Clerk, and other collections.

Possible projects: 1) Organize and index criminal or civil court records from the 1700s and 1800s and learn archival repair and encapsulation techniques; 2) assist with preparations for Archives and History Day, a public program in October; 3) scanning and indexing photos using PastPerfect software or documents using LaserFiche software; 4) help research, write captions, and do other preparation work for an exhibit on the World War II era in Monmouth County planned for October 2010.

Bus stop 1/4 mile from repository. Last updated: 1/20/2010

**Monmouth County Historical Association.** Freehold.

Association: http://www.monmouth.com

Archives/Library: http://www.monmouth.com/~mcha3

Interns can work in the Association's library on (1) processing one of several small manuscript collections, such as the Battle of Monmouth Collection, and preparing a finding aid for it; (2) processing items in the photograph collection, the ephemera collection, or the vertical files collection; (3) preparing subject guides to the library and archival collections; (4) preparing short articles for submission to the library's web site.

Car recommended. Resume and letter of interest required as application for the internship. Last updated: 2/1/2007

**Monmouth County Park System.** Historic Walnford, Longstreet Farm, and Historic Services Department.

http://www.MonmouthCountyParks.com

Historic Walnford, located at the western edge of Monmouth County, is the small industrial and agricultural village and country estate of the Waln family, prominent Philadelphia
Quaker merchants, from 1772 to 1973. The site focuses on various examples of the evolution of industry, economics, social custom and the environment through the historical structures, landscape and the collection of primary source material of the Waln family in Upper Freehold Township.

Interns could select a research topic related to the site for use in creating an exhibit, program development, and general interpretation, or work with staff and other resources to become familiar with a trade or craft along with interpretive theory, in order to present focused hands-on demonstrations and provide general site interpretation.

_longstreet farm in Holmdel is a Living History Farm depicting life on a Central New Jersey family farm in the 1890s. Costumed interpreters interact with visitors to show the domestic and agricultural routines on the farm. The Longstreet family home has been restored and reflects the family’s wealth and social standing. Several internships are available:

1) General site work as an interpreter on our 1890s living history farm. Working on Historic Longstreet Farm you will have the opportunity to give guided tours and interpret our site to walk in visitors.

2) Research appropriate period styles of clothing.

3) Volunteer and Tour Guide Training Material. This the second stage of a multi-part project. We have training material compiled by a previous intern. This material needs to be organized and edited. We also need help determining the best way to present it to our volunteers and tour guides.

4) Interns can propose other ideas for research projects that they might think would be valuable to an 1890s living history farm.

Internships at Historic Walnford and Longstreet Farm, last updated: 1/18/05 and 1/28/2009, respectively.

The Historic Services department supports and maintains artifacts for two historic sites, exhibits and related to properties prior to becoming parks. There are three internship opportunities: 1) An archival internship, organizing historic documents, creating an inventory, transcribing and cataloging family letters, business documents, etc., from the 18th to the early 20th century. 2) A Curatorial Assistant internship in which the student will learn the care of objects, including storage, handling, maintenance, collection records, artifact registration and description, and photographing. There are also opportunities to research specific artifacts. Everyone who comes into the office as an intern will learn some of these techniques. 3) Collections Handler/Assistant to the Curator. This intern will assist in the long-term project of consolidating collection storage and data that involves inventories, cataloging, protection, and storage of paintings, fine china, furniture, agricultural equipment, archaeology and many types of cultural artifacts from the 19th-20th centuries.

Last updated: 1/12/2010

Montclair Art Museum. Montclair

www.montclairartmuseum.org
Museum seeks applicants with a strong interest in American or Native American art history or Museum Studies. The Montclair Art Museum offers fall and spring semester internships for undergraduate and graduate students. Projects are based on Museum needs and applicants’ interests. This program is designed for students enrolled in museum education or related programs that require internship or practicum credits.

1. Education Programming Assistant/Intern

Research gallery teaching strategies and methods; develop lesson plans for gallery talks; present tours to Museum visitors, including organizations and school groups; attend Museum Guide meetings; assist in art studios; update/maintain teacher database; coordinate semester mailings to school districts; work with Education Coordinator to mount Student Arcade Shows; assist in the development of children's guides geared towards the permanent exhibitions; assist in development and execution of school vacation workshops; and office administrative duties (e.g., copying, filing).

2. Program Intern

This internship includes: assist Associate Educator with researching exhibitions and future programs; assist Department in program implementation; create database for targeted audience; assist in marketing programs; and assist in working with speakers and artists.

3. Summer Internships

Summer internships may vary from above.

4. SummerART Intern

Under supervision of Yard School staff, intern will be able to work creatively in a professional museum atmosphere, experiencing the ins and outs of a nonprofit organization while discovering the managerial side of a school environment. Intern will assist with various clerical and administrative tasks, organization and set up for bi-weekly receptions, and classroom support.

Qualifications:

Applicant should hold an interest in art and museum field. Strong verbal communication and interpersonal skills a must, as well as ability to work well with children and large groups.
Applicant must have good time management skills and ability to exercise flexibility in work assignments and priorities. Applicants should possess initiative, work independently, and be a strong organizer who can multitask and meet deadlines effectively.

The types of activities include, but are not limited to:
- Program support for SummerART
- Clerical and administrative tasks
- Assist with class instruction when necessary
- Assist with student exhibitions, reception planning and set up

Last updated: 1/21/2010

**The Montclair Historical Society. Montclair.**

[www.montclairhistorical.org](http://www.montclairhistorical.org)

Owns and operates two historic house museums, the Israel Crane House and Evergreens, both listed on the State and National Registers. The Montclair Historical Society, founded in 1965, is a private, nonprofit organization. Interns may elect to work in a number of different areas:

1) Curatorial work at Evergreens: inventory and cataloguing of contents and entering into PastPerfect database, working in research library cataloguing manuscripts, writing finding aids
2) Interpretation of either historic house museum for the public and school groups
3) Exhibition Work: create temporary displays related to the history of Montclair
4) Public Programming: create and execute public programs related to the history of Montclair

Offices of the Historical Society are located at 108 Orange Road in Montclair. NJ Transit transportation available from Bloomfield Avenue. DeCamp bus lines run on Orange Road.

Last updated: 1/14/2005

**Morris County Historical Society. Morristown.**

[http://www.acornhall.org](http://www.acornhall.org)

The Society is located in Acorn Hall, an authentically furnished and decorated 1853 Victorian house museum. Interns at Acorn Hall develop skills and learn all aspects of managing a small historic house museum. They attend museum functions and educational events. Internship duties may include but are not limited to: 1) curatorial assistant: cataloging, assisting in exhibits, research and writing, program development, processing gift records; 2) library/archives: cataloging Victorian Research Library and working with primary sources; responding to public inquiries for information; 3) docent/tour guide; 4) workshop coordinator: assist with children’s craft workshops and special events; 5) public relations/publicity: write press releases, design flyers, assist with mailings; 6) Oral History: transcribe tapes, interview
residents, research interviewees.

Car is necessary. Last updated: 01/14/2010

**Morristown and Morris Township Library – North Jersey History Center.**

[http://www.jfpl.org](http://www.jfpl.org)

The Library is located in the center of Morristown, within walking distance of the train station (approx. 2 blocks). An intern would work in the Library’s North Jersey History Center, under the direction of the Archivist and the Department Head. The North Jersey History Center has historical and genealogical material on New Jersey, New England, the Mid-Atlantic, and Mid-western states.

Collections include:

1. The Thomas Nast Collection, a collection of original drawings & paintings, prints, illustrated books and research material by and about the life and work of the political cartoonist Thomas Nast;
2. The Henry Reed Collection of first edition books illustrated by A.B. Frost, as well as engravings and lithographs of Frost's illustrations and sporting prints;
3. The Norman B. Tomlinson Collection of Civil War books;
4. The Rare Book Collection, including pre-1801 NJ imprints;
5. manuscript collections spanning the 17th through the 20th centuries;
6. map collection;
7. photograph & postcard collections.

Possible projects immediately available include but are not limited to:

1. Archival arrangement and description of some of the department's unprocessed material.

2. Assist with one of several scanning and digitizing projects, including the library's collections of photographs, maps, and surveys.

3. Opportunities to work in the library's preservation program, learning preventive care, handling, and maintenance of the collection, as well as an opportunity to work with the library's conservator.

Car optional; library is within walking distance of the train. Last updated: 1/ 31/2007
Morristown National Historical Park.  Cultural Resource Department.

http://www.nps.gov/morr

Multiple opportunities exist for a rewarding experience in the field of heritage preservation in one of this areas most rich and diverse historic sites. Continual openings are available in the curatorial, archival, and library departments within the Division of Cultural Resources at the Morristown National Historical Park. Known locally as Washington’s Headquarters museum, the site is indeed the location where General and Mrs. Washington spent the winter of 1779-80. However, the collection, housed in a stand-alone museum facility, also holds a vast amount of material, which document the cultural heritage of the American Colonial founding and the antecedent European contribution. This collection has never been fully processed to allow researcher access on a large scale and new developments in technology have allowed us to dramatically lessen this problem. Interns would work directly with Division staff on a variety of projects which all aim to prepare the collection for exhibit or researcher use. Projects include, but are not limited to, cataloging, photographing, digitizing, and researching. In addition, interns would have the opportunity to have input into the project they work on to insure a mutually beneficial arrangement is produced. A sample of the collection holdings can be viewed on our web page and clicking on any of the three icons on the left side of the page. Last updated: 1/12/2010

Morven Museum and Garden.  Princeton.

http://www.morven.org

www.morven.org

Morven Museum & Garden was built in the 1750s by Richard Stockton, a signer of the Declaration of Independence, and became the official New Jersey Governor’s residence in the mid-twentieth century. The mansion was designated a national Historic Landmark in 1971 and today is administered by Historic Morven, Inc., a private, non-profit organization dedicated to the preservation and interpretation of the site.

Morven seeks a curatorial intern for the summer internship to help dismantle the current exhibition “Picturing Princeton 1783: The Nation’s Capital” and install the following exhibition. The intern will complete condition reports, learn care and handling techniques, help prepare the loaned objects for travel, and participate in layout of the following exhibition. The intern will also participate in planning for any public events that occur in that period. The intern may also be able to “shadow” other museum employees to learn fundraising, administrative, docent, facilities, or programming experience, if desired. No prior experience required. This will be a hands-on, intense experience that will generate many skills needed for the field. Accessible by bus or train.

Last updated: 1/9/2009

The Museum of Early Trades and Crafts preserves and interprets life in the American home and workplace in the eighteenth and nineteenth century through its collection of material culture. The Museum offers educational programs and exhibits for persons of all ages. The Museum seeks interns for both its Education and Curatorial Departments. Projects can be tailored to student interest and are not limited to the following: 1) planning and teaching of school and after school programs 2) planning and teaching of summer camp and summer youth programs 3) development of curricula and other educational materials, 4) assistance in planning and implementation of public programs 5) assistance with exhibit research and execution 6) research and cataloguing of permanent museum collection items. The Museum is located 1 and 1/2 blocks walking distance from the Morris-Essex train station in Madison. Last updated: 7/2/2009

National Archives, Northeast Region. New York City.
http://www.archives.gov/facilities/ny/new_york_city.html

NARA’s Northeast Region in New York City is part of the National Archives and Records Administration (NARA), the Federal agency that, by law, preserves and provides access to permanently valuable, noncurrent Federal records with historical, legal, or fiscal value. It is one of fourteen NARA facilities where the public has access to Federal archival records.

The regional archives in New York is a depository and center for research in historical records from Federal agencies and courts in New York, New Jersey, Puerto Rico, and the U.S. Virgin Islands. The region holds more than 80,000 cubic feet of historical records dating from 1685 to the 1990s, among them photographs, maps, and architectural drawings, created or received by nearly eighty Federal agencies, including Federal courts.

The records holdings of the region are diverse in content, covering 17th and 18th century admiralty cases, the evolution of Federal Courts, the Alien and Sedition Acts, sectional conflict, the Civil War and Reconstruction, Constitutional rights, immigration through Castle Garden and Ellis Island, Chinese exclusion, economic development, business, labor, anti-trust prosecutions, invention, organized crime, the arts, censorship, World War I, the New Deal, World War II, and the Cold War.

This internship involves processing archival collections held by this branch of the National Archives. Public transportation to New York City. Subway station at the site. Last updated: 1/28/04

National Guard Militia Museum of New Jersey. Sea Girt.
http://www.nj.gov/military/museum/
NGMMNJ is the state’s only militia museum located at the National Guard Training Center in Sea Girt. The museum tells the story of the militia and national guard in New Jersey. Also there are displays depicting World War I, World War II, Korea, a Vietnam-themed mobile museum, military ordnance, equipment, wheeled and track vehicles. It is the home of the Center for US War Veterans’ Oral History Program. Two internships are available:

The collections management intern will work under the direction and supervision of First Lieutenant Jarrett L. Feldman, the museum’s Director. The skills acquired are valuable to students seeking a career in the museum, history, or teaching fields. The intern will learn the following skills and will, by the end of the program, be able to conduct artifact cataloging from identifying to storage or exhibition, without assistance. Acquired expertise will include the following:

- Identifying potential acquisitions pertinent to the museum’s mission.
- Determining an acquisition’s provenance
- Utilizing research materials to properly identify acquisitions
- Assigning the proper numbering scheme for acquisitions
- Proper artifact classification according to the Army Museum Standard.
- Photographing of artifact for museum records
- Inputting artifact record into Universal Site Artifact Management System (USAMS)
- Compiling a records jacket for artifacts
- Proper handling, preservation, labeling and storage of artifacts
- Differentiation of the collections, i.e. historic and non-historic

The museum is currently working on documenting its entire collection and the intern will play a key role in this process. The intern will learn all aspects of collections management first by observation and then by execution, with the project culminating in the researching, gathering of materials and installation of an exhibit.

The oral history intern at the National Guard Militia Museum of New Jersey will work under the direction and supervision of Assistant Curator Carol Fowler, the museum’s Oral History Director. The skills acquired are valuable to students seeking a career in public history, journalism and other fields in which interviewing, critical analysis and good writing skills are vital. The oral history intern will learn the following skills and will, by the end of the program, be able to conduct an oral history interview from the planning stage to finished product without assistance. Acquired expertise will include the following:
• Responding to an inquiry by assembling and mailing biographical and other information forms to a prospective interviewee and advising as to what materials, photos, documents, memorabilia, etc. the veteran should bring to the interview if he or she wishes.

• Scheduling the interview appointment with the veteran interviewee, posting the date on the museum calendar schedule, arranging the interview site and re-contacting the veteran by telephone or email to confirm the appointment.

• Using the returned biographical form as a starting point, researching the interviewee’s unit history and time and geographical area of service, in order to be conversant with the subject and better able to frame questions and elicit information. Research involves using the internet and museum library, and, especially with internet sources, using standard historical methods of source evaluation.

• Preparing a list of relevant questions. Some questions are standard to all veteran interviews, but others are tailored to the individual. Should research reveal something potentially unique in the veteran’s story, it will require unique questions.

• Preparing a file for each interviewee, to include initial application and biographical material as well as copies of material acquired during the research process. A copy of the veteran’s DD214, or military separation paper, should also be included, as that document serves as a succinct verification source of service.

• Setting up the interview site and checking the status of technical equipment, including camera, available lighting, set background, availability of supplies including extra tapes, water or coffee, and making the interviewee and family members comfortable.

• Conducting and filming the interview, including framing the shot(s), inserting views of memorabilia, photos, documents and other material brought to the interview by the veteran. This process would include direction of questions, as well as acquiring nuanced experience-based skills like evaluating and allowing valuable digressions from the format, etc.

• Post interview activities, including copying the camera tape to DVD format for the Library of Congress and the interviewee, adding any relevant material presented to the interviewer to the veteran’s file and labeling, filing and storing the museum copy DVD.

• Reviewing the video and preparing a written summary of 1,000-2,000 words. The summary will be published, with intern’s name as summarizer, on the museum’s website and will accompany the interview DVD copy forwarded to the Library of Congress. The summary will require additional research to insure a chronological approach and assure correct spelling of individual names, geographical locations, unit designations, etc. Any explanatory material not supplied by the veteran will be added in brackets [ ]. Interns will be editorially assisted in this process by Assistant Curator Joseph Bilby, a historian and author or co-author of seven books on New Jersey and military history.
Instruction will be by gradual immersion. The intern will begin by watching several oral
history videos of veterans from various branches of service and conflicts and discussing them
with Ms. Fowler. He or she will then observe and assist Ms. Fowler in the oral history interview
process, and begin to perform these functions in a step by step basis under her supervision. The
final step, preparing the publishable summary, will be accomplished under the direct supervision
of Mr. Bilby.

Public transportation available. Last updated: 11/20/2007

National Society of the Colonial Dames of America in the State of NJ. Westampton.
http://www.colonialdamesnj.org

Interns sought to assist completion of cataloging and photographing collection using
PastPerfect software. Position requires strong writing, research and communications
skills. Ability to work independently and on detailed tasks necessary.

Primary tasks include cataloging and researching the museum collection, taking digital
photographs of artifacts and assisting with an inventory of the museum collection.
Opportunities for assisting with exhibit installation and presenting tours also available.

Our collection consists of furniture, silver, ceramics, textiles, paintings, clocks, books, and
memorabilia from the Colonial period through the early 20th century and includes pieces of
historical significance to NJ.

Intern will work directly with Collections Chair & Director at Society headquarters in Burlington
County. Interns will develop familiarity with museum software, material culture and enhance
his/her research skills.

Additional internship projects can be designed to meet the interests of the student. Last updated:
1/23/2008

New Brunswick Free Public Library. New Brunswick.
http://www.lmxac.org/nbfpl/

The New Brunswick Free Public Library seeks interns to assist in improving visitors’
access to our local history collections and encouraging the celebration of New Brunswick history.
The intern may work on any of the following: preserving the New Brunswick Vertical
File; Investigating Irish, African American, and other groups contributions to the building of
canals in New Jersey; researching the history of the New Brunswick Free Public Library; a
Landmark survey. Research into other topics relevant to New Brunswick are possible. The
Library is located at 60 Livingston Avenue, a 20 minute walk from the Alexander Library. Last
updated: 1/15/2008

The Catalog and Metadata Services Department (CMSD) can train a student intern in all aspects of project management for metadata creation for the New Jersey Digital Highway (NJDH) http://www.njdigitalhighway.org/. The NJDH is a statewide repository and collaborative portal created by the Rutgers University Libraries, the American Labor Museum/Botto House, the New Jersey State Library, the New Jersey Historical Society, the New Jersey State Archives, and smaller libraries, museums, archives, historical societies, public broadcasting, and schools funded by the Institute of Museum and Library Services (IMLS). May include close work with staff from CMSD, NJDH partners, research and fact verification of project information and organizing project. Last updated: 2/2/2007

New Jersey Historic Preservation Office. Trenton.

http://www.state.nj.us/dep/hpo

Interns can work in the central office of this agency which administers the state historic preservation program. Internships offer exposure to a wide range of state and national historic preservation programs. Projects can be tailored to student interests and are not limited to the following: 1) evaluation of properties for National Register eligibility (involves field work); 2) technical assessment of project plans for conformance to Secretary of the Interior's standards for rehabilitation; 3) Research projects on architecture, agriculture, commerce, landscapes, ethnic groups, women's history, maritime history, or other topics. Research could result in publication and/or slide presentation; 4) develop or retrieve data for properties considered to be eligible for inclusion in the New Jersey Register of Historic Places. Last updated: 2/25/2008

New Jersey Historic Trust. Trenton.

http://www.njht.org

This statewide historic preservation organization is affiliated with the Department of Community Affairs. The Historic Trust supports the preservation of historic properties throughout the state through competitive funding, outreach and technical programs. The Trust seeks interns to assist in promoting and administering grant programs. The program intern position involves preparing, accepting and processing applications for funding, reviewing projects and reports, preparing grant agreements, administering communication with Grants and Loans Committee and Board of Trustees. The intern provides staff assistance to three Historic Preservation Specialists. The intern will be responsible for a variety of tasks related to accepting and processing grant applications. Responsibilities include but are not limited to: entering application data, determining eligibility, preparing correspondence with applicants, scheduling site visits for program staff, proofreading site reports, and preparing materials for grant panel meeting. As needed, the intern may also be asked to perform administrative, public information and outreach, or easement related tasks. Intern must be self motivated and work well independently. Strong writing skills and an interest in or study of history are desirable. Computer experience with all Microsoft desktop software is required. Last updated: 1/12/2010
New Jersey Historical Commission. Trenton.

http://www.newjerseyhistory.org

The New Jersey Historical Commission, established in 1967, is a public agency within the New Jersey Department of State. The Commission's mission is to promote, disseminate, and preserve the history of the Garden State. Its audience includes historians, historical societies, museums, as well as community organizations, schools, and the general public. Over the years, the Commission has fulfilled its mission through a variety of programs. The Annual Conference, now in its 24th year, presents new research in New Jersey in a lively, interactive format. This past year's conference, *The New Jersey Forum*, presented more than twenty original papers. The *Marion Thompson Wright Lecture Series* (co-sponsored by Rutgers University) is the oldest state Black History conference, now in its 27th year. In 2006, the Commission introduced a new series of technical assistance workshops, *Best Practices for Nonprofit History Organizations*.

Publications, both traditional and electronic, have played a prominent part in the Commission's activities. The first volumes on the New Jersey Governors and on African Americans in New Jersey were published by the Commission. "Steal Away, Steal Away"… *A Guide to the Underground Railroad in New Jersey*, won an award as the document of the year from the New Jersey Documents Association. The Commission also entered the digital age with its development of interactive multi-media teaching materials designed to integrate New Jersey history into the teaching of American history, a project entitled, *The New Jersey History Teaching Partnership*. Television documentaries, such as the *New Jersey Legacy* series, and an on-going series of radio documentaries are also among the Commission's accomplishments.

Every year since 1999, the Legislature and the Governor have authorized the Commission's multimillion dollar grant program, and in 2003 the Legislature and Governor established a dedicated source of funding for this purpose. Since 2000, its General Operating support grant program has awarded millions of dollars to history organizations of all sizes across the state. Its Project Grant program has provided support to the local history endeavors of individuals and organizations since 1970.

Interns at the Historical Commission would be assigned to one or more of the following tasks:

§ assist the Grants Director in administering the grants program

§ provide assistance to the editor of *New Jersey History*, a history journal published by the Commission and partners in the public history community

§ work closely with Commission staff on the planning and support of the Commission’s conferences (the “History Issues” convention, held in March and the NJ Forum, held in
assist Commission staff in the maintenance of the Commission’s website, as well as the web resources sponsored by the NJHC, including H-New Jersey http://www.h-net.org/~njersey/

Last updated: 1/12/2010

The New Jersey Historical Society is a statewide, private nonprofit historical museum and library dedicated to preserving and interpreting the intricate political, social, cultural, and economic history of New Jersey. Through the history of New Jersey, a quintessentially American place, The New Jersey Historical Society promotes exploration of our cultures, past and present. As we challenge and inspire people to grow as learners and thinkers, we strive to make a difference in their lives. The Historical Society implements this vision through its exhibitions, program, publications, and collections.

Internships at the Historical Society are diverse. Placements are made based on the interest and skills of the applicant and the availability of supervision and projects. Applicants should send a cover letter with reasons why s/he would like to be placed in a specific position and a resume to the Director for Programs and Collections. After the initial discussion, the applicant will meet with an appropriate supervisor to determine schedules and projects. Hours and schedules are flexible. Many students have participated in internships to earn high school, college, and graduate course credits. Check with your school for more information.

**Manuscripts curatorship**

This internship provides students with the opportunity to learn the theory and practice of arranging and describing manuscript collections. Collections to be processed include the papers of political figures, merchants, and inventors that date from the 18th through 21st centuries. Types of material to be worked with include letters, maps, account books, photographs, and diaries. In addition to the principles of arrangement and description, students will learn basic conservation procedures and how researchers use primary source materials. Students will be responsible for producing a guide to the collections they process.

**New Jersey historical research**

This internship in the library provides students the opportunity to work with a variety of collections including published books, pamphlets and broadsides, maps, microfilm and fiche collections, and especially our rich manuscript collections of photographs, diaries, religious records, business ledgers, and many other primary source materials. Interns learn standard sources in American, especially New Jersey history, library organization (particularly with special collections) and research strategy and methods. Depending on the intern’s interest, the internship goes into many areas such as public access resources, Internet research and library collection development. Interns should have experience with scholarly research and have good communication skills.
Communications
This internship will introduce students to the various communications needs of a non-profit organization. In addition to writing and disseminating news releases to the media and key constituents, the intern will also work with the department in the areas of marketing, special events planning, and community outreach.

Development
This placement gives the intern an understanding of the workings of a non-profit organization’s development office. The intern will assist with the various activities required to secure funding especially as we launch a new major gifts fundraising campaign. The intern will participate in database management, research using the web and other resources, membership expansion activities, writing funding requests, and organizing fund-raising events.

Exhibitions and Research
Nationally recognized for its innovative, engaging, interactive exhibitions, the Historical Society is a great place to be in on the various stages of creating a history museum show. The focus of this internship is on exhibition research, one of the most important ingredients of a successful show. However, depending on our point in the exhibition “cycle,” interns will gain an understanding of one or more of the various stages in exhibition development, including conceptual development, audience research, design, and implementation. Since the intern will be conducting original research for an actual exhibition—to be drawn from the roster of upcoming shows—high-quality research skills are necessary.

Museum Collections
Interns in the Museum Collections department will have the opportunity to work with objects from the Historical Society’s extensive material culture and fine and decorative arts collections. An intern may select to perform in-depth research on a specific collection of artifacts to increase the available information for future researchers. The internship will also include working directly with the Collections Manager on collections management issues that may include such projects as: improving the collections database, inventorying and cataloguing collections, processing recent donations, and assisting in exhibition installation.

Oral History Project
During this project interns help process our September 11th, 2001 oral history collection. This collection, which forms the core of our documentation project, Changed Lives: Understanding New Jersey in the Aftermath of September 11th, chronicles the lives of New Jerseyans from many perspectives. Tasks include data entry, sending out deposit agreements, and contacting interview subjects. Must be attentive to detail and have strong communication skills.

Education and the Public
The intern works with Education Department staff teaching hands-on education programs in the Historical Society’s galleries for groups of all ages and abilities, from pre-K to adults. Interns also work on program development and publicity, research in the Historical Society’s collections for appropriate material for education programs and publications, and create fliers and brochures advertising education programs. Interested candidates should have an understanding
of child development and experience with and an interest in working with the public. Self-motivation, an outgoing personality, ability to work as a team member and flexibility are all assets for this position.

**Helen Stummer Photography Archives Project**

Helen M. Stummer is a renowned documentary photographer who has devoted the past 30 years to photographing the poor, primarily in Newark. She works with a handheld camera and black and white film in natural light, and is preparing her archive of negatives, contact prints, exhibition prints, slides, and documentation for eventual acquisition by the Society, which already has a selection of her New Jersey work.

Although Ms. Stummer’s archive is already well organized, she wishes to bring it up to professional standards of access and preservation. The intern, advised by both the Director of the Library and photohistorian and curator Bonnie Yochelson, who organized an exhibit of Ms. Stummer’s photographs, will work at Ms. Stummer’s home in Metuchen to help rehouse materials in archival quality enclosures and perform data entry.

Working with the artist, the NJHS librarian, and a museum curator will provide a truly unique opportunity for a public history intern.

Located near Newark’s Penn Station. Last updated: 9/25/2008. **Note: Availability is uncertain as a consequence of staff changes at site.**

**New Jersey Museum of Agriculture. North Brunswick.**

[http://www.agriculturemuseum.org](http://www.agriculturemuseum.org)

The Museum is located on the Cook campus and contains over 10,000 agricultural and farm life implements and more than 20,000 photographic images. It is the second largest collection of its kind in the United States.

**Internship Description for Collections Data Entry Clerk:**

- Flexible hours, between Tuesday through Saturday, 10 am to 5 pm.
- Enters and verifies a variety of data from Museum catalogues and databases in appropriate formats.
- Tracks and verifies quality of data entry from all sources.
- Performs routine clerical support tasks according to established procedures.
- Examples of work performed may include sorting, reviewing, or proofing data.
- Resolves problems regarding the data.
- Ability to work in a busy office.
- Typically reports to the Museum Manager.
- Requires excellent data entry skills.
- Proficient use and experience in MS Office applications, most notably Excel.
Experience in using, or willingness to learn, PastPerfect Software.

Last updated: 1/9/2009

**New Jersey Naval Museum. Hackensack.**
http://www.njnm.com/

This museum maintains the USS Ling, a World War II submarine. Interns are trained by submarine veterans to work as tour guides, but may also perform research and work on a small exhibit having to do specifically with the USS Ling, or on submarines in general. Research can be done on the same subjects in order to add to the existing museum pamphlet.

Car necessary. Last updated: 1/16/2008

**New Jersey State Museum. Trenton**
http://www.newjerseystatemuseum.org

Located just steps from the State Capitol, the New Jersey State Museum is an AAM-accredited museum that was first created by the State Legislature in 1895. Today the Museum houses millions of objects and is the largest interdisciplinary collection of material directly related to New Jersey. The museum offers long-and short-term exhibitions related to each of its four bureaus: Cultural History, Archaeology/Ethnology, Natural History, and Fine Art.

The Cultural History bureau preserves and interprets objects that document the lives of people who have lived in New Jersey from the 17th century to the present. The collection includes over 13,000 artifacts encompassing a wide range of subjects, ranging from ceramics produced by New Jersey potteries to flags carried into battle by New Jersey Civil War regiments. Textiles, trade tools, historic furniture, and an array of additional artifacts documenting craft, work, play, community, and family life in the state are also represented in the growing collection.

Interns for the Cultural History bureau will gain valuable, hands-on experience museum work. Specific tasks to be performed by interns may include:

**Collections.** Interns will work with museum staff to help identify, inventory, and catalog existing collections and help process recent donations into the collection.

**Research.** Interns will conduct primary and secondary source research on a range of topics related to the history of New Jersey for museum publications, programs, and exhibitions. Interns may also assist with oral history interview research projects dealing with New Jersey history.
Exhibitions. Interns will assist museum staff with the many steps involved in creating museum exhibitions, including conceptualization, research, educational planning, installation, and audience evaluation.

Potential candidates should submit a resume and cover letter to the museum to the attention of the “Curator of Cultural History.” This can be done via regular mail or email. The applicant will then be contacted to schedule a preliminary meeting. Hours and schedules are flexible. Internships are unpaid, but course credit can be arranged with some universities.

For internships in the Cultural History bureau, candidates should be students of history or museum studies and interested in a career in public history. Students of other disciplines are encouraged to contact one of the other museum bureaus that best match their interests.

The New Jersey State Museum is accessible by public transportation.

Last update: 7/23/2009

The Vietnam Era Educational Center, adjacent to the NJ Vietnam Veterans Memorial, is dedicated to telling the full story of the Vietnam War, as seen from the front lines, as well as the home front. Interns help with such tasks as: cataloging and storing objects being donated, preparing biographies of the 1,560 servicemen listed on the memorial, preparing special exhibits, working in the library/resource center, researching memorials through the State of New Jersey, etc. Duties and schedules are flexible. Car necessary. Last updated: 1/9/2009

The mission of the State House Tour Office is to encourage civic participation by educating schoolchildren and adults about the legislative process in New Jersey through tours of the New Jersey State House, educational programs and outreach. Located in the historic New Jersey State House, which dates to 1792, the Tour Office interprets New Jersey history and the art and architecture of this significant building. Ideally, prospective interns will have an interest in government, education, museum studies, history or art history. Staff will work with interns to tailor a project to their needs and interests. Sample projects may include developing specific thematic tours, establishing contacts with local schools or community organizations, or researching New Jersey legislative and political history. All interns will be required to conduct tours of the State House for school and adult groups in addition to any other projects.

Last updated: 1/30/2007
Newark Abbey/Saint Benedict's Prep. Newark

http://www.newarkabbey.org

The archives of Newark Abbey includes the historical records of the Benedictine monastic community in Newark (dating to 1857), Saint Benedict's Prep (founded as Saint Benedict's College in 1868), and Saint Mary's Parish (founded in 1842 to serve German Catholics). The archives are still in the process of being organized properly. An intern could help with the continued organization of the archives (both physically and intellectually) or could choose one of several collections—including the Matthew Hoehn files, produced during the writing of his *Catholic Authors*—to finish organizing it and to write a finding aid. An intern could also organize the photo collection, or help produce paper and computer finding aids and indexes to the material in the archives. Located near downtown Newark and easily accessible by public transportation.

Last updated: 1/20/2010

Newark Public Library. Charles F. Cummings New Jersey Information Center. Newark.

http://www.npl.org/

The Center has a Reference Authors and Imprints (RAI) Collection of about 1,200 books that were written by New Jersey authors or published in New Jersey. The collection was begun in 1929 with books already owned by the library. The intern would create a database of the New Jersey authors who are not in Donald Sinclair's *A New Jersey Biographical Index*, providing brief information about the author and the book. An example is business executive Ira Hirschmann, who began his career as a copy boy in 1921 at Bamberger's Department Store in Newark, and his 1962 book, *Caution to the Winds*.


Ocean City Historical Museum. Ocean City.

http://www.ocnjmuseum.org/

The Intern reports to the Museum Manager. The intern will also have dotted line responsibilities to the Volunteer Committee and the Curatorial Committee.

**General Duties**

2. Assist Curatorial Committee in creating displays and managing collection.
3. Assist Curatorial Committee in documenting and cataloging collection.
4. Give general clerical assistance to Museum office on a as needed basis.
5. Be a "Goodwill Ambassador" for the museum.
6. Other duties as required by the Museum Manager.

**Expectations of the Intern**

1. The Intern should become comfortable interacting Museum Staff, Volunteers and Executive Board of Trustees.
2. The Intern will have a general idea of how a Business office works and understand the daily activities.
3. The Intern will understand the complexities of managing a Museum and preserving a collection.

Last updated: 2/4/2008

Ocean County Historical Society. Toms River.
http://www.oceancountyhistory.org/

The Ocean County Historical Society offers internships in Collections Management, Historical Research and Genealogy, Museum Education:

Collections Management

The Ocean County Historical Society has an immediate need for assistance with collections management in both our archives and object collections. Responsibilities include inventory and assessment of collections, cataloging of items into Past Perfect, and creation of finding aids.

There is also an immediate need for assistance with the OCHS photograph collection. Responsibilities include conducting research to identify subjects and provide context, updating the photo collection catalog in Past Perfect, and the organization and creation of image indexes for enhanced access to the collection by both staff and patrons.

Interns will receive ongoing instruction and guidance in collections management practices and methodology.

Historical Research and Genealogy

We intend to compile a chronological listing of all significant / noteworthy activity and events that occurred within the present borders of Ocean County's during the course of the American Revolution. This project will lay the groundwork for Ocean County's participation in the statewide celebration of the 225th Anniversary of the American Revolution. Students with an interest in Revolution-era New Jersey or Military history are especially encouraged to apply, as are those able to travel to other repositories, such as the David Library of the American Revolution. The ability to conduct independent research is highly desired.

OCHS currently installs three special exhibits each year, and we are endeavoring to increase the amount of research that goes into the story line and labels of these exhibits. Interns will assist with all phases of exhibit preparation and will be assigned specific subjects to research based on the theme and scope of the exhibits.
OCHS needs local history and genealogy research, for patron inquiries and newsletter articles. Plans for future research projects include analyses of trades at various periods of Ocean County History; analyses of ledgers and account books in the OCHS collections for social history information; and analyses of Ocean County Newspapers for local reaction, perceptions, personalities, and attitudes during the Civil War, the Spanish-American War and World War I.

OCHS is also working to increase accessibility to local sources of information, for example abstraction of genealogical data from the local newspapers.

For potential publication, we seek an analysis of religious revivalism in Ocean County during the latter half of the 19th century and its role in the development of the county. A compilation of the sermons of T. DeWitt Talmage and others that were published in the New Jersey Courier is also being considered for publication.

Museum Education

The Pierson-Sculthorpe House, is the primary museum of the OCHS. Enthusiastic interns can share the treasures and stories of Ocean County's history with visitors. Requires love of history, an outgoing personality and a desire to continually learn. These interns work almost exclusively with school groups. Programs are designed by experienced educators and museum professionals and follow the current New Jersey Core Curriculum Standards. A typical school program introduces children to New Jersey history, local history, early industries, elements of social history and material culture, and Native American culture.

Museum Docent interns guide daily and weekend visitors through the museum and share with them the history of the house and the greater community of Toms River and Ocean County. Extensive training is provided and docents are strongly encouraged to read and do research as much as possible. Last updated: 1/12/2006

Ocean County Parks and Recreation Department
http://www.oceancountyparks.org

A number of internships are available with this agency at various sites, as follows:

Cedar Bridge:

The Cedar Bridge Tavern is located in Barnegat Township and may contain the oldest bar in the state of New Jersey built circa 1740 with additions added later. It may also be historically significant as the site of the last skirmish of the Revolutionary War. The intern will work on research projects concerning the history of the tavern to produce a brochure and/or presentation.

1. Proprietary history: conduct research on the tavern’s deeds and the owners
2. Cedar Bridge history: conduct research on the battle that took place in the area and if possible determine whether this is the correct site. In addition, the intern can discover more information about the people involved in the battle.

Cloverdale:
Cloverdale Farm, located in Barnegat Township, is the site of a cranberry farm formerly owned by the Collins family. Cranberries are still grown there to this day. An intern will conduct research on the history of farming at Cloverdale. Since New Jersey was a prominent cranberry producer back in the day, the intern will also research the larger impact of the cranberry industry in New Jersey to produce a presentation or help with exhibits.

Wells Mills:
Wells Mills is the largest park in Ocean County, spanning 900 acres, located in Waretown. This was previously the site of a sawmill and residential cabin, which still stands today. For this park, the Parks Department is seeking an intern to organize and review existing historical documents in possession of the County. Another project is to produce a trailside interpretive exhibit regarding Wells Mills history, to update the current exhibit, and to organize a power point presentation.

Pinelands Industries:
Despite the name, the Pine Barrens are far from being “barren” and was home to several industries that prospered and collapsed over the centuries. The intern will conduct research on these industries: agricultural (cranberry, blueberry, sphagnum moss, etc.), bog iron, and glass-making. This information is to be organized for a brochure, presentation, or exhibit.

Last updated: 4/14/2008

Old Barracks Museum. Trenton.
http://www.barracks.org

The Old Barracks Museum is a National Historic Landmark, built in 1758, and saw service during the Revolutionary War as a military hospital. Programs emphasize the daily life of the American soldier at the hospital, the life of the French and Indian War officers who occupied the Officers’ House during the Seven Years War, and the Battle of Trenton. A separate feature, the History Lab, demonstrates the history fields such as curator, researcher, architect and archaeologist.

In its efforts to continually improve and update the management of its collections, the Old Barracks Museum seeks interns to assist with different aspects of collections work, including inventories, cataloguing objects, data entry, and object research for education and exhibition programs. This is an excellent opportunity for students interested in museum work to experience various facets of curatorial work. Basic computer skills are necessary for data entry, but interns will be taught proper object handling, cataloging, research and storage techniques. The specific
nature of the internship and its requirements will be finalized in consultation with the intern’s site supervisor. Applicants need to send cover letter including current/permanent addresses and phone numbers, e-mail address, academic information (grade level, major/s, awards and honors), and previous internships and/or related experiences to the Curator. Last updated: 1/19/2010

**Palisades Interstate Park, New Jersey Section. Alpine and Fort Lee.**
http://www.njpalisades.org

The New Jersey Section seeks interns to work with the staffs of one or both of two historic sites within the park, Fort Lee Historic Park and the Kearney House. The intern will be trained in all phases of running a small museum, including care of collections, research for exhibits, assisting with photographic archives, helping to write and edit publications (both traditional and on-line), and developing and conducting tours and other public outreach programs. Extensive work with school groups in a living history setting is also available. Car necessary. Not available in summer semester. Last updated: 1/19/2010

**Passaic County Historical Society – Lambert Castle Museum. Paterson.**
http://www.lambertcastle.org

The Passaic County Historical Society is one of the oldest historical societies in New Jersey. It was founded in 1926, and is currently housed in Paterson at Lambert Castle, the historical home of silk manufacturer Catholina Lambert. The Museum currently includes Victorian period rooms, local history galleries, a changing exhibition gallery, and a historical research library, as well as a vast collection of historical material in storage. The Society is currently seeking curatorial interns to assist with various aspects of work with collections, including accessioning and cataloging of artifacts, and research for semi-permanent historical exhibitions. Specific details of internships are worked out according to students’ interests and needs. Applicants should send a resume and cover letter, stating their experience and interests. Internships are unpaid, and require a weekly, semester-long commitment. Last updated: 2/6/2006

**Plainfield Public Library, Special Collections.**
http://www.plainfieldlibrary.info

This internship will focus on accepted methodology, standards, and practices of organization and preservation of archival materials. Under the direction of the Local History Librarian, the intern will sort, arrange, index and describe records of a special history collection. In order to identify, organize, describe a collection, the archival intern will have to understand its historical context. The intern will prepare a description of the collection and a list of contents. All material will then be cleaned and housed in archival sleeves, folders or boxes. The end product of the internship will be an index to an image or textual collection that will serve as a
finding aid to facilitate research. Preparation of exhibitions of archival material may also be included in the responsibilities of the intern. Last updated: 2/6/2008

**Port Norris Historical Society.**

The Port Norris Historical Society is a new organization with a mission to preserving the history of the town that was once the center of the oyster industry. We are looking for an intern with computer experience whose responsibilities would include working on personal histories, researching local oyster industry and delving into historical newspaper articles for local information. Our goal is to record as much information as possible for our reference database as well as for our Website. Much of the work could be done at the intern's location. Last updated: 2/25/2008

**Preservation New Jersey. Trenton.**


A nonprofit organization, Preservation New Jersey works to sustain and enhance the vitality of New Jersey’s communities by promoting and preserving their diverse historic resources. Founded in 1978, PNJ addresses its mission through publication of a quarterly newsletter, maintaining a resource library, producing an annual list of New Jersey's ten most endangered historic sites, providing educational tours, conferences and training workshops and addressing legislation and public policies that impact New Jersey's preservation community. Intern(s) would engage in the following activities:

1. Analysis of existing PNJ database information re: individuals' Legislative and Congressional districts.
2. Research and transcription of legislative district information for inclusion in master database.
3. Plan and execute a random survey of database entries to acquire e-mail information.

Office accessible by public transportation; much of work can be accomplished off site. Last updated: 2/1/2009

**Princeton Theological Seminary. Luce Library Archives and Special Collections. Princeton, NJ.**

[http://libweb.ptsem.edu/collections](http://libweb.ptsem.edu/collections)

Luce Library contains 80,000 rare books, 400 manuscript collections, Babylonian cuneiform tablets, archaeological and cultural artifacts from around the world and other important resources.

Interns will have an opportunity to experience all phases of work in a small archives, including arrangement and description of manuscript collections, basic preservation strategies, exhibition work and patron assistance. There is also a possibility for working in EAD
and other metadata formats if interested.

This would be a particularly valuable experience for those students with an interest in religious history or looking forward to possibly working in an academic setting.

Public transportation from New Brunswick is available. Last updated: 9/25/2008

http://www.princeton.edu/~mudd

The Seeley G. Mudd Manuscript Library houses both the University Archives and the 20th century political papers collection. An internship at the Library will involve two tasks: (1) processing papers from one of the two collections. The intern will be responsible for developing a processing plan, and then arranging and describing the papers, including preparing a register; and (2) the intern will assist with the general reference activities of the University Archives. Public transportation from New Brunswick available.

Interview and letter of recommendation required.

Last updated: 1/30/2007

Princeton University Numismatic Collection
http://www.princeton.edu/~rbsc/department/numismatics/

The Princeton University Numismatic Collection has a wide range of coins, medals and currency ranging from antiquity to the present day. Student interns are needed to catalogue and photograph the coins into a database for transmission over the internet. Students will be able to work in an area of their interest and will be instructed in the computer and numismatic skills necessary for the work. Hours are flexible, but must fall within Tuesdays, Wednesdays and Thursdays, 9:30 to 4:30. Public transportation from New Brunswick available. Last updated: 1/12/2010

http://cityguide.aol.com/northjersey/entertainment/venue.adp?sbid=110617901

Interprets the 19th and early 20th century agricultural and commercial industries of Hunterdon County. The Museum is the home of Clinton's landmark Red Mill, which is used to house agricultural and industrial artifacts, and the historic Mulligan Quarry, which includes a number of buildings used to interpret the quarry industry and its workers. Interns can 1) assist in development and delivery of living history programming, 2) help develop materials for the guided tour program and participate as a tour guide; 3) work on publicizing the museum site and its programming, including special events. Car is necessary.

Last updated: 1/19/2010

Rockingham State Historic Site. Kingston.
General Washington used this 18th-century house as his last headquarters of the Revolutionary War. Interns may work on: 1) Creating lessons plans for the site that would be posted on the Rockingham web site as a resource for teachers. 2) Digitizing the collection: scanning in photographs and entering them into our computer collections program. 3) Program Development: intern would research animal husbandry in the 18th century and create an interpretive guide to be used at the site. 4) Outreach: contacting teachers and taking Rockingham’s History to Go to schools. 5) Research: Interns would research and develop a furnishing plan for the historic site. An interview and résumé are required. Car necessary.

Last updated 01/21/2010


Alexander Library is the humanities and social sciences library for Rutgers University in New Brunswick. Interns will be allowed broad discretion in developing projects that appeal to their interests and help develop their skills in locating, evaluating, and providing access to history sources. The following are simply suggestions and candidates are encouraged to discuss potential projects with one of our librarians. Students could help create and/or maintain research guides for various fields of history. Possible topics include African-American history, women’s history, the history of science, and Middlesex county history. A student could help develop a full text, online database of documents relating to the history of New Jersey: http://njdh.rutgers.edu. An internship at Alexander Library is an excellent opportunity to enhance your research skills in history and provide service to the historical community.

Last updated: 1/8/2009


http://www.libraries.rutgers.edu/rul/libs/scua/scua.shtml

Special Collections at Rutgers includes rare books, manuscript collections, and the University Archives. It houses one of the largest collections of New Jersey materials in the state. A number of projects are possible. There are numerous manuscript collections from the nineteenth century to the present that need to be processed. Research in printed catalogs, online catalogs, and unpublished sources is also needed on a variety of New Jersey topics (architecture, business resources, etc) to produce bibliographic guides. The University Archivist would like an intern to conduct research on the history of the University, and then to write part of what will become a series of administrative histories. There is also the opportunity to process records, and work on associated projects. Research collections include university archives, New Jersey collections, labor history, women's history, Westerners in Japan during the late 19th and early 20th century, Latin America, et al. Opportunities are also available to work with exhibitions of rare books, photographs and manuscripts. One internship project is the following:
Vanishing New Jersey

Under the supervision and guidance of senior librarians and archivists, public history interns will participate in researching potential candidates for oral history interviews on New Jersey topics, drafting outlines for the interview process, assisting in the conduct of interviews, transcribing interviews, meeting with interviewees to review and correct transcriptions, obtaining formal permission documents and related activities. Students will be encouraged to review recommended books and journal articles on oral histories and to examine reputable websites at the local, regional and national level. They will also be introduced to the project staff of the history department’s award-winning WWII oral history program. Field trips to one or more New Jersey historical societies with successful programs will be organized.

Oral history interviews with New Jersey farmers, both men and women, were conducted in 2009. Additional interviews will be scheduled in 2010, as time permits. In addition to discussing agriculture in twentieth century New Jersey, other areas of interest include vanishing industry and manufacturing, changing inner cities and the eroding of suburbia. Before embarking on new topics, students will be asked to investigate which areas may have been recorded by individuals or groups around New Jersey.

Recording and transcribing equipment and related software was purchased in 2009, with advice from the WWII oral history project historians, Medical History Society of New Jersey members and from Howard Green, former research director of the New Jersey Historical Commission and founder of Public History Partners.

Last updated: 1/26/2010


http://oralhistory.rutgers.edu

Working closely with the project directors, this internship provides participants with an introduction to the methodology of oral history, including opportunities to participate in oral history interviews, and in the reviewing and editing process of previously transcribed oral histories. Other duties include answering correspondence, maintaining project files, web design and web based projects, editing a quarterly newsletter, event planning, and interaction with the project’s Alumni Coordinating Committee. Past special projects have included writing grant applications, organizing exhibitions, and producing a televised lecture. Last updated: 2/1/2010

Seton Hall Archives, Seton Hall University. South Orange.

http://library.shu.edu/sc-homepage.htm

Special Collections & Archives Center, Seton Hall University, South Orange, N.J. This repository houses the University Archives, Archdiocese of Newark collection, and documentation on the Catholic Church in New Jersey. Interns can work with various material types including paper, audio, video, photographic and artifact collections which require
evaluation, processing and preservation work. A well-rounded introduction to the basics of archival science from both a theoretical and practical standpoint is part of the internship experience within the Seton Hall Archives & Special Collections Center.

Public transportation is available to South Orange and the Seton Hall University campus. Last updated: 1/15/2008

Shippen Manor. Oxford
http://www.wcchc.org/tour.htm

Shippen Manor Museum and Oxford Furnace, Oxford: Eighteenth-century iron furnace and iron master's mansion, associated with prominent Shippen and Scranton families. Located 50 minutes from New Brunswick, Shippen Manor was built in 1754 as the residence for the owners and iron masters of Oxford Furnace (c. 1743). The beautifully restored 4-floor stone mansion is now a house museum with Colonial and Victorian period rooms. Oxford Furnace, the third Colonial iron furnace built in New Jersey, and the site of major technological advances during the 19th century, recently underwent a stabilization / preservation project. Intern opportunities include Native American artifact cataloging and exhibit design; general museum exhibit design and text writing; accessioning and cataloging the collection; docenting; researching an historic garden plan; and developing educational materials for school groups. Last updated: 1/29/2003

Society of the War of 1812 in New Jersey. Marlton.
http://nj1812.homestead.com/home.html

The Society is conducting a project to locate as many gravesites in New Jersey of Veterans of the War of 1812 as possible. It is our intention to publish the results of our study.

As described on our website, our primary information source has been Grave Registration record cards that were created in the 1930’s as a Works Progress Administration (WPA) project and they usually include information for veterans from the Revolutionary War forward. Every one of the 21 counties in New Jersey is supposed to maintain these records. Some have not. We are in the process of examining all known cards and have completed a number of counties. Cards in two counties remain to be examined: Union (located in Elizabeth) and Hudson (located in Jersey City). Once 1812 Veterans cards are located, the information is added to our database. To date more than 700 gravesites have been identified.

Assistance is also needed in preparing the database for publication. This entails checking source information for completeness and inclusion. It may also involve setting up the data in a print-ready format.

In addition, assistance is needed to select and research some 1812 veterans so their biographies may be included in the work. Last updated: 1/13/2010

Stanton & Anthony Papers Project. Rutgers University History Department, New
Brunswick.
http://ecssba.rutgers.edu

The papers of Elizabeth Cady Stanton and Susan B. Anthony, the leading women suffragists of the nineteenth century, are published by faculty and graduate students at Rutgers. Five volumes of what will be a six-volume edition are published already. Staff is at work on the sixth and final volume. Interns are introduced to many aspects of the editing of historical documents as well as to topics in women's history and U.S. history. The position provides advanced training in historical research. Interns work alongside graduate students and professionals learning to read and transcribe the texts, to research references in the documents, and prepare the volumes for print.

Last updated: 1/13/2010

Teaneck Public Library. Teaneck.
http://www.teaneck.org

Teaneck is a New Jersey town of significant historic interest and the library serves as its archival resource. Its heritage dates to the Dutch colonial period and several Dutch Jersey sandstone buildings are still in existence. In 1949, Teaneck was selected as the model town USA for a post-World War II campaign presenting American democracy around the world, particularly to occupied Japan. Teaneck was the first town to voluntarily integrate schools in the USA. Teaneck’s pioneer role in the integration of its schools is chronicled in the book, Triumph in a White Suburb. The library has materials documenting Teaneck’s history from the 1880’s to the present. Assistance is needed in researching and finding participants or descendents of participants in oral histories compiled in the 1970’s and 80’s; creating a bibliography and index of NJ material relating to Teaneck; and digitizing Teaneck historical documents. The library has a collection of photos and documents pertaining to William Walter Phelps, former ambassador to Germany and former member of the House of Representatives, to be indexed and archived. Public transportation is available. Last updated: 2/1/2010

Thomas Edison Papers. Rutgers University, Livingston Campus. Piscataway.
http://edison.rutgers.edu

The Thomas A. Edison Papers project chronicles one of history's most creative and prolific innovators. The editors are bringing to light the daily record of Edison's extraordinary life and achievements. The Edison Papers publishes two editions, a multi-volume book edition and an image edition on the internet (http://edison.rutgers.edu) and on microfilm. We also have an ongoing educational and curriculum development program focusing on Edison. There are internship opportunities in all these areas. Past interns have worked on a variety of projects, including the history and physics of the incandescent lamp, patent litigation over the phonograph, history of Edison's telephone and electric power inventions in England, Edison's relationship
The Township of West Milford Historic Preservation Commission.

The Historic Preservation Commission is a seven member Commission that its purpose is to promote architecturally, historically and archaeologically significant district and/or buildings, designate local landmarks and assist in making applications for State and Federal designations. In furtherance of its objectives and in preparation for the Township’s long 175th Anniversary celebration in 2009, the Commission is seeking assistance with projects associated with its website and to promote local history.

The Commission would like an intern to assist with the following projects:

- A “Driving Tour Guide” of West Milford’s historically designated sites (including site summaries and photos).
- Update surveys of all designated sites (including digital photos, etc).
- Historic Preservation resources and links (Secretary of Interior restoration guides, etc.).
- PowerPoint presentation and marketing materials on the benefits of historic preservation
- Update surveys “Historic Preservation FAQs”
- Additional items as assigned (may include historical research, article drafting or collaborating with the other local museums and historical organizations).

Tuckerton Seaport. Tuckerton.

The Tuckerton Seaport's mission is to preserve, present and interpret the rich maritime history, artistry, heritage, and environment of the Jersey shore and the unique contributions of its Baymen. On a 40-acre site along Tuckerton Creek, you will discover the sights, sounds, and smells that surrounded the lives of the people who lived and worked on the ocean, bays and back...
creeks of Coastal New Jersey.

Tuckerton’s authentic working Seaport village currently contains sixteen re-created historical structures representing the various trades and crafts unique to the Barnegat Bay region and to the Baymen. Along with exhibits of the baymen's tools, decoys, and Barnegat Bay boats, there are demonstrations, instructional classes and hands-on workshops to preserve the traditional baymen's trades and craftsmanship.

Tuckerton Seaport’s Education Department is seeking interns to assist in its daily activities. Interns will be trained to give guided group tours of the site, becoming familiar with the Barnegat Bay’s environment, folk life, history and cultural heritage. Interns will also be involved with one or more of the following:

- outreach to area schools;
- creating educational materials, including tour outlines and training manuals;
- developing new educational programming for the site;
- research to support tours and programs;
- becoming conversant with the New Jersey State Core Curriculum Standards; and,
- event planning.


Twin Lights State Historic Site. Highlands.
http://twin-lights.org

The former Navesink Light station, first constructed in 1828, marked the westerly entrance to New York harbor. The site now includes a museum that contains artifact and archival collections relating to maritime history. Internships at Twin Lights are educational programs, which provide guidance, training, and mentoring for students interested in pursuing a career in the museum field. Interns gain knowledge and experience from which they can benefit, and the museum benefits as well from the projects interns undertake. Internship opportunities include: research; collections management; developing lesson plans and other educational programs; develop disaster and recovery plan and interpretive plan; grant applications; and presenting programs as a historical figure. Additional details available from internship coordinator.

Car required. Last updated: 1/30/2008

Union Cemetery Association of Mays Landing.
http://unioncemetery.tripod.com

Union Cemetery, organized in 1867, is a ten-acre historic cemetery on Somers Point Road with graves probably dating to the 1850s. The Cemetery Association, a non-profit organization, is seeking an intern to research the history of the cemetery and some of the people buried there. The information will be added to the Association's web site and to create signage on location for the public to appreciate the cemetery's historic value. The intern will use
primary and secondary sources at the local museum, county library, and collections of local historians. Last updated: 2/13/2008

**Union County College Archives. Cranford.**

http://www.ucc.edu/default.htm

Union County College is undertaking the establishment of a college archives as part of its 75th Anniversary commemoration. We seek an intern who will assist in the initial processing and inventorying of archival materials. Additional research assistance work possible for 1) a biography of John Howard Johnson, Rector from 1920s through 1980s of St. Martin's Episcopal Church in Harlem; and 2) on Mike Murphy who is serving his 50th year as clubhouse manager for the San Francisco Giants Baseball Club.

Bus transportation available. Last updated: 1/18/2008

**Union County Office of Cultural and Heritage Affairs. Elizabeth.**

http://www.unioncountynj.org/cultural/

One or more interns sought for Fall, Spring or Summer semester. Great experience available to anyone interested in the various aspects of planning historical programs and events. Intern will be exposed to various career opportunities available in the public history field, including funding of programs, grant writing, and public relations aspects, such as writing and updating press releases, ad placement and updating media lists. Intern will also have the opportunity to work on one or more special projects planned by the Division, such as “Four Centuries in a Weekend”, an annual public history event held on the third weekend of October. In preparation of such an event, interns will help with publicity, distribution of educational materials, and making field visits to historic house museums and sites. A great opportunity to learn about various historical sites, while gaining a deeper understanding of how they are funded, maintained and operated.

While a car would be helpful in making field visits to sites, bus and train service is available to the Cultural & Heritage office in Elizabeth. Last updated: 12/4/2002

**United Methodist Church Archives. Madison.**

http://www.gcah.org

Located on the Drew University campus in Madison, the United Methodist Church Archives is the official archives for the United Methodist Church. Material in the archives stretches back to the mid-18th Century and the Wesleys, but focuses mainly on the late 19th and 20th century U.S. There are several intern projects available at the archives. (1) Work on our photographic database. This involves descriptive work as well as scanning images for patron use. (2) Work on one of our smaller manuscript collections or on a team with one of our larger manuscript collections. Our manuscript collections are from the 19th and 20th century. This would involve all aspects of processing and cataloging, including the creation of EAD based
The University of Medicine & Dentistry of New Jersey (UMDNJ) Department of Special Collections is a history of medicine collection and repository for the University Archives. The department collects rare books, journals, manuscripts, archives, visual materials, oral histories, artifacts and ephemera documenting the history of medicine, the development of UMDNJ, and especially the history of the health sciences in New Jersey. The collections are primarily non-circulating.

Public transportation is available via the Pennsylvania and Broad Street Railroad Stations, and Newark City buses. On site parking is available.

The head of Special Collections supervises archival internships and practicums. An interview is required.

Projects Currently Available:

1. Newark City Hospital Photographs, 1882-1951, from the Samuel Berg Collection.

   The project entails the development of a prototype database using Microsoft Access to catalog photographs and link them to the database. This is a one-semester internship project. This discrete photograph collection assembled by Dr. Samuel Berg consists of 217 photographs relating to the former Newark City Hospital. The photographs are arranged alphabetically by subject. The series includes pictures of horse-drawn ambulances, the 1882 Alms House, the hospitals’ first x-ray machine, hospital facilities, and members of the house staff from 1907 through 1951. In addition, there are 14 identified portraits of the NCH Medical Board and Newark Physicians in 1883. Original negatives are available for some prints.

   In 1989, a grant from the New Jersey State Library enabled the UMDNJ Archives to take certain steps towards preserving the historical photographs in the Berg Collection. The photographs were conserved by the Northeast Document Conservation Center in Andover, Massachusetts; conservation measures included the production of copy negatives and archivally processed, fiber based prints. This project is based on cataloging from the original photographs.

   The student will develop the Access database, refine draft data worksheet as necessary and complete worksheets, input data into Access database, and link scanned photographs to database. The student is required to have Access database experience. Some experience with historical photographs is desirable. It may be possible to accommodate this project as a paid internship. Two long-term goals are to make this information available to library patrons via the department's homepage, and establish a database to catalog the remainder of the department's photograph collections.

The collection contains the professional papers of founding department chair of microbiology at UMDNJ-Robert Wood Johnson Medical School, R. Walter Schlesinger, MD (1914-2003). Dr. Schlesinger, a distinguished emeritus professor of molecular genetics, microbiology, and immunology, was a noted virologist who developed a vaccine for dengue fever with Dr. Albert B. Sabin and was the first faculty member appointed at RWJMS. The student will arrange and describe the collection, and develop a finding aid that will include a biography.

Last updated: 1/26/2006

Wallace House Historic Site. Somerville.
http://www.state.nj.us/dep/parksandforests/virtual_tours/wallace_house.html

The Wallace House is a small historic house museum with two buildings from the 18th century open five days per week. Interns participate in outdoor cooking demonstrations, giving tours to the public, assistance with restoration projects, and assistance with gardening. Last updated: 5/1/2000

Washington Crossing State Park - Johnson Ferry House. Titusville, New Jersey.
http://www.state.nj.us/travel/virtual/tendays/intro.html

This frequently-visited museum, located near the place that the Continental Army crossed the Delaware in December 1776, is devoted to the history of the crossing and to the social and domestic culture of the 18th century. An intern can do interpretation/demonstrations or conduct research and make practical contributions in any of the following areas: Period Interiors; Outbuildings; Kitchen Gardens; Wardrobes/Textiles; Ferry Operations/Families. Research projects involving horticulture and paint colors also possible. Last updated: 2/23/99

William Trent House. Trenton.
http://www.williamtrenthouse.org

The 1719 William Trent House Museum is an historic house museum located within the city of Trenton. It was once home to William Trent, one of the founders of Trenton and the city’s namesake. Internships are available to promote public education and awareness of the history and architecture of the 1719 William Trent House Museum and of the life of William Trent, his family, and slaves. Interns may conduct tours, relating the history of the house and providing information about museum collections to individual visitors, school groups, and adult groups. Interns share information, answer questions, monitor visitors’ movements, report problems, assist with answering the telephone, help with mailings and other tasks as needed. Interns should have an interest in promoting knowledge of local history and be enthusiastic, flexible, friendly, and responsible, with a good command of the English language. They should have excellent interpersonal and communications skills and ability to work as part of a team and to present to a broad range of age and educational levels. Interns need to be able to ascend and descend stairs.
Woodbridge Historic Preservation Commission. Woodbridge.  
http://www.twp.woodbridge.nj.us

Working under the supervision of the Woodbridge Township Historic Preservation Commission and the Historical Association of Woodbridge, an intern can

- Develop a comprehensive listing of historic sites in the township with the objective of adding them to the Zoning Board Master Plan.
- Perform research at the Historic Preservation Office, Trenton, on historic sites in Woodbridge.
- Catalog pertinent information relating to historic sites in Woodbridge, working with Cultural Resource Consulting Group.
- Prepare information for updating the 1978 Middlesex County survey of historic sites by verifying information in that survey and incorporating results in a report.
- Set up database with list of historic sites in Woodbridge.

Last updated: 3/13/2007