



Rutgers University History Department

PUBLIC HISTORY INTERNSHIP PROGRAM

PROJECT DESCRIPTIONS

As of February 2008

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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*

American Labor Museum. Botto House National Landmark. Haledon.

<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) Digitizing the Collection: The museum is a partner with the New Jersey digital Highway. Interns may work on the project of digitizing the collection. (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 1/11/2008

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 Museum and Historical Society. Avalon.

<http://www.atlantichighlandshistory.org/>

The Avalon Museum will open in May 2001. Interns may conduct tours of the facility,

plan public history programs, plan and implement educational programs for teachers, develop educational programs for students in the Avalon School District, work on exhibits, help prepare brochures, and aid the curator and archivist in their work. Last updated: 2/20/2001

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: 1/21/2003

Batsto Village, Wharton State Forest. Batsto.

<http://www.state.nj.us/dep/parksandforests/parks/wharton.html>

<http://www.batstovillage.org/> (Friends Group)

Batsto Village is a nationally-recognized historic site located on the southern edge of Wharton State Forest, seven miles northeast of Hammonton. During the Revolutionary War, Batsto was the site of an iron furnace that produced minions and other cast iron objects needed by American Troops. Among its 33 buildings, Batsto features a 32-room Mansion, a General Store, mills and workers' cottages. Interns are needed to assist the staff with historic interpretation, light maintenance and research projects. Subjects of interest include transcribing information from correspondence, the families who once lived at Batsto, and the iron, glass and shipping industries. Research may require traveling with staff to locations such as Swarthmore College and the Winterthur Museum.

Car necessary to reach the facility. Last updated: 1/16/2001

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. An intern could begin to catalog the collection according to National Park Service guidelines. The project would involve library research as well as on site work. Alternatively, an intern could develop 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 and is five blocks from the train station. Bus service also available. Last updated: 2/22/99

Buccleuch Mansion Museum. New Brunswick

<http://www.rootsweb.com/~njdar/Jerseyblue/index.html>

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.

Note: due to construction, internships may not be available.

Last updated: 2/6/2004

Burlington County Historical Society. Burlington.

<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

Camden County Historical Society. Camden.

<http://www.cchsnj.org>

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 inventorying 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: 1) assist in researching and creating exhibits; 2) implement preservation guidelines recommended by our recently completed "Museum Assessment Program" report. Assure proper storage and display of objects; 3) greet visitors and guide tours; 4) assist with children education programs. Create new programs; 5) Catalog museum's collections (from card catalog and accession records) into new "Past Perfect" computer software; 6) organize, index and preserve archival collections. A part-time "seasonal" paid position is available this Summer (2000) in addition to volunteer internships. Stipends may be available.

Last updated: 2/11/2002

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 a 4th grade NJ Studies program that includes a statewide writing contest, awards events, and media campaign covering the activities of over 6,000 NJ students participating this year. We'll be creating an online Celebrate NJ! newspaper, working with state of the art mapping technology, and coordinating 16 events between May 1 and June 30.

We're also currently spearheading a statewide Wayfinding initiative for NJ. The focus of this project is to help the millions of people who live, work and visit NJ find all the hidden treasures located in communities in every county. This project includes coordination among and contact with history, arts, government, recreation and tourism organizations.

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!

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: 1/22/2008

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: 1/30/2008

Christ Church Episcopal. New Brunswick.

The Descendants Project

Christ Church Episcopal in New Brunswick would like to research and eventually make contact with the descendants of the people buried in the church's historic cemetery. The parish was organized in 1742 as a mission of the Church of England, while the present building, except for the 18th century tower, dates from 1852-1853. Christ Church played an important role in early American history: the Declaration of Independence was read from the steps of the church, and the meeting which led to the founding of the Episcopal Church in the United States

was held at Christ Church in 1784. The church vestry feels that this project will help generate support for the preservation of the church property and educate the public about its rich history. The church's archives are held by Special Collections and University Archives, Alexander Library, Rutgers University. Under the supervision of an archivist at Special Collections, the public history intern will do research in the Christ Church records, which contain documentation of the cemetery, as well as baptismal and marriage records dating from the eighteenth to the twentieth centuries. Many of those buried in the churchyard were from prominent New Brunswick families. The intern will be able to trace those families through the Sinclair New Jersey book collection and records of the Genealogical Society of New Jersey, which are also held at Special Collections and University Archives. As an end result of the project, the intern will prepare a report of his or her findings, which will become part of the historical record and can be used by the church to further pursue the project.

Last updated: 1/30/2007

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 update: 1/17/2008

Cranbury History Center.

<http://www.cranbury.org/history/hisctr.htm>

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>

Crossroads of the American Revolution Association is developing a management plan for the Crossroads National Heritage Area in New Jersey in partnership with the staff of Morristown National Historical Park. In order to facilitate the development of the total plan, which encompasses fourteen New Jersey counties, we have embarked on a pilot area management planning process in 14 towns in Morris and Somerset Counties. Interns will work with the staff of the Association and the project manager of the pilot project on various aspects of the management planning process, including outreach to historic, educational and environmental organizations as well as to residents of the pilot area. Last updated: 2/15/2008

The David Library of the American Revolution. Washington Crossing, Pennsylvania.

<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 update: 1/16/2006

David Sarnoff Library. Princeton.

<http://www.davidsarnoff.org/>

The Library requires two archival interns to process the papers of Vladimir Zworykin and Harry Olson, industrial physicists at the RCA Laboratories in Camden and Princeton, and pioneers in the development of electronic sight and sound. Olson invented the velocity microphone, seen on the David Letterman Show, and legitimated the technical concept of high fidelity. Zworykin led the development of electronic television in the 1930s before pioneering in medical electronics and electronic highways. The project includes rehousing the contents in archival containers while removing metallic fasteners, separating oversize materials, and treating brittle items; organization of folders and boxes into series and subseries appropriate to the general arrangement of the originating file cabinets; and production of series and folder lists to be entered on the Library's Access database. The interns will work under the supervision of Dr. Sheldon Hochheiser, former archivist for AT&T. He will edit the folder lists and write the finding aid. The target date for completion is the end of June 2007.

Last update: 8/24/2006

Delaware Water Gap National Recreation Area. Millbrook Village.

<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

Dey Mansion/Washington's Headquarters Museum. Wayne.

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: 1/30/2008

Down Jersey Folklife Center. Millville.

<http://www.wheatonvillage.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: 1/25/2006

Eagleton Institute of Politics, Rutgers University.

<http://www.eagleton.rutgers.edu>

The Center for the Study of the Governor is a new program established by Rutgers 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, and will be co-chaired in its initial year by former New Jersey Governors Brendan T. Byrne and Thomas H. Kean. The Center is seeking interns to assist on a variety of projects, including researching original source materials in the New Jersey State Archives and other collections relating to the Byrne and Kean administrations for colloquia, Web profiles and print publications; drafting of biographical sketches of former New Jersey governors; assisting in the development of a video archive project of interviews of key associates of former governors; and developing bibliographies, inventories of course syllabi, Web links and other reference sources assisting scholars and others researching the institutional role of governors in the nation and New Jersey. Interns are particularly sought who have skills in Web design and archival research and who are able to travel to Trenton and other locations throughout the state. Last updated: 1/31/2006

East Jersey Olde Towne Village. Piscataway.

<http://cultureheritage.org>

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: 1/30/2007

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 education divisions. Activity will begin the summer of 2007 to prepare 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.

Education and interpretation interns work closely with the public. They share the many stories of Thomas Edison and his family at Glenmont. Information is acquired by the volunteer through training and publications available at hand. Interns provide tours alone and side by side with park ranger staff.

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

Last updated: 2/1/2007

Educational Testing Service. Princeton.

<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) Photographic digitization project. Scan original photographs; assist in reviewing quality of completed scans; attach reference scans to catalog records; burn higher resolution scans to CD ROM. As time permits, may assist in creating catalog records for new photographs and entering information in database. (2) Arrangement and description project. Process archival collection or series, and produce a finding aid to be used by researchers. (3) 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. (4) Cataloging of archival material. Assist in evaluating newly-arrived accessions and entering new catalog records into Archives catalog database.

Car recommended. Last updated 1/30/07.

Ellis Island Immigration Museum.

<http://www.nps.gov/elis>

Interns are needed for a variety of projects:

- 1) Assist museum collection curator with cataloging, inventorying, research, writing, and moving artifacts in museum storage;
- 2) Catalog and transcribe oral history interviews, update oral history database and assist researchers and staff at Oral History library;
- 3) Assist with rehousing, organizing, and cataloging manuscripts, government publications, photographs, and videotapes in the archives and library;
- 4) Serve as roving Interpretive Assistant on Liberty or Ellis islands to provide information to visitors;
- 5) Work as Discography Assistant, performing research for a discography of sound recordings about immigration.

Last updated 2/8/2008

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, George Washington Bridge, and Palisades Amusement Park. The collection of the Fort Lee Historical Society is housed at the Judge Moore House. It includes photographs, books, pamphlets, videotapes, audiotapes, maps, and ephemera. Projects available to an intern include: cataloging holdings; digitizing the photo collection; expanding the Society's web page; and locating and identifying archives in other institutions in Fort Lee.

Public transportation is available. Last updated: 1/29/2004

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 its 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 update: 1/17/2008

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 update: 1/24/2008

The Friends of the Jacobus Vanderveer House. Bedminster.

<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 to the air. Fort Hancock became home to NY-56, one of a series of 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. Conduct historical research about Sandy Hook's role in the development and testing of the U.S. Army Signal Corps radars from circa 1936 to 1943. Using primary and secondary sources in the museum collection at Sandy Hook, and also a variety of outside repositories, trace what types of radars were developed and tested at Sandy Hook and identify the testing sites and location of testing structures at the sites. Project includes establishing if any radar testing was done at Sandy Hook prior to 1936.

4. 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: 1/17/2008

**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, prison camp relics, stirrups, cooking equipment, a National color of the Third New Jersey Militia regiment, (2)SUVCW uniform items membership medals and accouterments, (3) G.A.R. member photographs, monument photographs, G. A. R. and SUVCW group photographs, oil paintings, burial markers, G.A.R. hall furniture, (4) two mannequins with replica uniforms, (5) G.A.R., SUVCW and Allied Orders annual encampment and other special medals and ribbons,(6) G.A.R., SUVCW and Allied Orders encampment and anniversary souvenirs, (7) an SUVCW uniformed mannequin and (8) Indian War Carbines.

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.

3. 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.com/~njglouce/gchs>

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). In addition to assisting the library staff in the every day running of the library, our interns are offered the opportunity to

work on various projects, such as 1) Scan and catalogue photographs & original documents into the Past Perfect computer software program; 2) Create an index of names from original naturalization records; 3) Index original 18th century election returns; 4) Create an every name index/database for our private survey collection; 5) Create an index for the NJ State census.

The 18th century Hunter-Lawrence – Jessup house, the museum of the Gloucester County Historical Society, also has internships available. Projects may include: 1) Accessioning and cataloging artifacts which includes: using a digital camera to photograph objects, writing data sheets by prescribed methods, entering data into computer and applying ID numbers to the artifacts. 2) Researching in the Society's library or museum's reference materials for information pertaining to artifacts in our collection. 3) Assisting and researching upcoming exhibits in the museum.

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.

Last updated: 2/1/2007

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.

Last updated: 1/29/2008.

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 inventorying 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>

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 update: 1/30/2008

Historic Speedwell. Morristown.

<http://www.speedwell.org/>

Historic Speedwell is a site of the Morris County Park Commission that preserves the social, telecommunications and industrial history of the Stephen Vail family. Opportunities in the collections department involve several types of projects: (1) Registrar Assistant – catalogue historic photographs and inputting them to the collections database (2) Research Assistant – plan for seasonal rotating exhibits on the iron works, the Vails, or the telegraph using archives on site and area resources; (3) research and plan an exhibit involving site archaeological collection (4) Collections Assistant – rehousing artifacts and archives, relocating artifacts to and from storage facilities, and recording movement in collections database; 5) Assign object identification numbers and mark recently acquired objects in the collection.

Fall and spring internships are available, not in summer. A resume with a cover letter containing a short statement on your individual interests within the museum field are required, as well as an interview. A car may be necessary for research assistant; please inquire.

Last updated: 1/10/2007

Historic Village at Allaire. Howell.

<http://www.allairevillage.org/>

Three internships are available at Allaire:

Support Staff Intern

Available: Fall 2004/Spring 2005

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 2004

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 04/Fall 04/ Spring 05

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 2/6/2004

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 has a museum on Nassau Street, and houses collections of manuscripts, photographs, costumes, and artifacts. The following (or student proposed) projects are available: 1. Exhibitions: develop a mini-exhibition (for display in the Historical Society's headquarters, Bainbridge House) on a particular topic concerning Princeton utilizing the archival collections of the Historical Society: photographs, prints and manuscripts. 2. Collections: Organize and catalog a particular manuscript collection in the Historical Society's collections, depending on your interests. 3. Programs: develop and lead a new public program, such as a walking tour or family workshop, depending on your interests. Public transportation is available from New Brunswick. Last updated: 1/30/2008

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: 1/30/2007.

Institute for Jazz Studies. Rutgers University, Newark.

<http://www.libraries.rutgers.edu/rulib/abtlib/danlib/jazz.htm>

The Institute of Jazz Studies' collection of jazz spoken word tape recordings consists of nearly 1,000 reel-to-reel and cassette tapes dating from the early 1950s to the present, and covers all styles of the music. The tapes derive from a variety of sources, including donations by leading broadcasters, writers, scholars, and historians; recordings of conferences, seminars, and symposia sponsored by the Institute and other organizations; and interviews from the Institute's own *Jazz From the Archives* radio program, which has aired weekly on Newark's NPR-affiliate WBGO-FM since 1979. Artists represented include many of the most significant figures in jazz history, as well as many behind the scenes figures (producers, agents, promoters, etc.) whose observations offer additional illuminating insights into this most indigenous of American art forms (see attached inventory). The collection regularly serves as a primary resource for film and television productions, such as Ken Burns' *Jazz*; radio programs produced by National Public Radio and many others, and by countless writers and scholars in African-American Studies, American History, Musicology and Music History, and a wide range of other disciplines.

The condition of the tapes has deteriorated to the point where the Institute can no longer allow access to large parts of the collection. Under this project, the Institute will a) digitally transfer the content of the tapes onto DAT tapes and two CDRs (one preservation copy and one service copy); and b) provide full documentation of the contents.

Project Description

Reformatting cassette tapes of broadcasts, conferences and interviews with jazz musicians talking about their lives and music into master and reference copy compact discs for use by researchers. Writing a brief biographical sketch of artist along with an abstract of subjects covered and name index, much as an archival finding aid might describe such material.

Process involves taking original cassette tapes and converting them to digital audio tape (DAT) containing five-minute electronic markers. The latter step permits a researcher to skip through the finished compact disc made from the DAT to quickly find relevant portions of the interview. The reformatting will be so-called "flat" transfers that do not require any additional reengineering of the tapes to enhance the sound.

Qualifications

Basic familiarity with a soundboard for converting cassette tapes to DAT and compact discs. Will receive instruction on the specifics of IJS soundboard to carry out assignment. An interest in jazz or some familiarity would also be helpful.

Public transportation available. Last update: 10/14/03

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.

Interns would be introduced to the mansion, its policies, and its collections. Interns must possess strong oral communication, research, and writing skills. Duties available to qualified interns include conducting tours of the site during open houses and special events; researching, fabricating and mounting exhibits; cataloging archival collections; transcribing documents; and conducting historical research on a variety of topics. Those with an interest in education may choose to develop a Jamesburg history educational program that can be presented to the local schools. Interns with an interest in preservation and maintenance may also discuss available projects at the site.

Last updated: 1/11/2007.

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.

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

Jewish Historical Society of Central New Jersey. New Brunswick.

<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://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 1/4/2008.

Liberty Hall Museum. Union.

<http://libertyhallnj.org/>

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

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 up 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: 1/30/2006

Mercer County Clerk's Office. Trenton

<http://nj.gov/counties/mercerc/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.

<http://www.ltap.rutgers.edu/MetlarBodine>

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 Spring 2008 Semester.* Last updated: 1/18/2007

Middesex County Courthouse. New Brunswick.

See Superior Court.

Miller-Cory House. Westfield.

<http://www.westfieldnj.com>

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 knowledgeable people in the outdoors.

Summer internship not available. Last updated: 2/10/2004.

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 history of sports in Monmouth County planned for October 2008.

Bus stop 1/4 mile from repository. Last updated: 1/17/2008

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 is located at the western end of the county. It features an operating 19th century gristmill, a carriage house, a large 18th century home and an assortment of farm and out buildings. The interpretation covers the Waln family and their environment, 1772-1920. Internships are available in the areas of 1) oral history: research and develop questions, conduct interviews, and prepare material for interpretive use; 2) outreach interpretation: put together two traveling programs about the site for use by interpretive staff or teachers with upper elementary/middle school classrooms, and the second for adult groups; 3) and site interpretation: work with staff and volunteers to learn about the grist mill and other site features and develop educational programming ideas.

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) Research and develop a volunteer packet.

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 1/17/2008, respectively.

Three internships are also available in the Historic Services department: 1) An archival internship, which features reading and organizing historic documents, creating an inventory, transcribing and cataloging family letters, business documents, newspapers, 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 interpret and 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, and many types of cultural artifacts from the 19th-20th centuries. Last updated 1/23/08

Montclair Art Museum. Montclair

<http://www.montclair-art.com/>

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
Thursday and Friday, 9-5 requirement

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. Internship at Le Brun Library

The Le Brun Library is one of only five art research libraries in New Jersey and has the most extensive collection of American and Native American art in the state. As of June 2002, its collection was relocated into the newly expanded and renovated museum facility. Opportunities include, but are not limited to: organize and research material for the Museum's extensive American Artist Files Collection; entering data into the Index to Artist Files for public and in-house use; organize archive and describe files on artists represented in the Permanent Collection exhibitions; work with librarian to prepare research guides on particular topics; and prepare study slide sets for use by Museum docents.

3. 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

Summer internships may vary from above. Last updated: 1/22/2003

The Montclair Historical Society. Montclair.

www.montclairhistorical.org

Owens 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 update: 1/14/2005

Morris County Historical Society. Morristown.

<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: 01/10/2008

Morristown and Morris Township Library – North Jersey History Center.

<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: 1/9/2008

Morven Museum and Garden. Princeton.

<http://www.morven.org>

Morven Museum & Garden is a historic house devoted to showcasing New Jersey's cultural heritage. The house was built in the 1750s by Richard Stockton, a signer of the Declaration of Independence. In the 20th century it served as New Jersey's Governor's Mansion. Morven seeks curatorial interns for internships. Interns will be assigned projects based on current need, including historical research, exhibition design and production, and oral history. Interns may also participate in docent training and educational programming. On an as needed basis, intern will be trained in object handling, condition reports, and cataloging. Hours are flexible. Accessible by public transportation. Last updated: 1/10/2008

Museum of Early Trades and Crafts. Madison.

<http://www.rosenet.org/metc/>

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: 2/13/2001

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 update: 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

New Jersey Digital Highway. Rutgers University Libraries, Catalog and Metadata Services Department (CMSD). Piscataway.

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. Projects can be tailored to

student interests and are not limited to 1) funding program coordination; 2) grant administration; and 3) public outreach and education. Last updated: 1/9/2008

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 November)

§ 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: 1/29/2008

New Jersey Historical Society. Newark.

<http://www.jerseyhistory.org>

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.

Located near Newark's Penn Station. Last updated: 01/29/2004

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>

The New Jersey State Museum, located in downtown Trenton, was created by the State Legislature in 1895. Today the Museum houses millions of objects-the largest interdisciplinary collection of material directly related to New Jersey. The current building, built in 1965, includes a four level main building, a 400 seat auditorium and a 150 seat planetarium. The Museum offers long-and short-term exhibitions related to each of its four bureaus: Archaeology/Ethnology, Natural History, Cultural History (which includes decorative art and material culture collections) and Fine Art (paintings, prints, sculpture).

Internships at the NJ State Museum are developed by determining the interests and skills of the applicant and the availability of supervision and projects. Applicants should send a letter indicating their interest in the internship along with a resume. The applicant will then be contacted to schedule a preliminary meeting to discuss possible projects. Hours and schedules are flexible.

The focus of internships can be anything relating to New Jersey History within the Museum's four disciplines, and particularly within the Cultural History Bureau. Categories for possible projects include:

Exhibitions and Research. Interns can assist curatorial staff in exhibition development, including conceptual development, audience research, design and implementation.

Museum Collections. Interns will have the opportunity to work with material from the various bureaus. An intern may focus on in-depth research on a specific group within a larger collection, information that will then become available for research or exhibition purposes. An intern may choose to work directly with a bureau registrar on the collection database, inventorying and cataloguing collections, processing recent donations and assisting in exhibition installation.

The Museum is accessible by mass transit. Last updated: 01/25/2007.

New Jersey Superior Court. New Brunswick

The Middlesex County Courthouse Art Advisory Committee is looking for interns to collect information related to Middlesex County and its legal history. The intern will search for information and images related to the New Jersey Constitutional Convention of 1947, which took place in New Brunswick. The Committee would like a report that gives the historical backdrop of the convention, the major issues that it grappled with, and an overview of the 1947 Constitution's highlights, with particular references to how it differs from the Federal Constitution of then and now. This report would be used as the framework for a permanent visual display that the Art Committee is proposing for the Courthouse. Most of the intern's work will occur off site. The intern needs to take the initiative and arrange his/her own transportation to the libraries and archives they visit. Interns will be reimbursed for travel expenses and copy expenses. The intern will report back on the contacts they make and the information they find, such as providing copies of the images and documents they find and recording the relevant historical, source, and copyright information the Committee will need. Last update: 12/20/2004

New Jersey Vietnam Veterans' Memorial and Vietnam Era Educational Center. Holmdel. <http://www.njvvmf.org>

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: developing school and public programs, 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: 1/10/2008

New Jersey State House, Tour Office, Office of Legislative Services. Trenton. <http://www.njleg.state.nj.us/legislativepub/visitingstathouse.asp>

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: 2/2/2006

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*.

Public transportation available. Last updated: 2/9/2007

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

1. Give tours to Museum visitors.
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 Revolutionary-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 update: 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: 1/25/2006

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: 1/10/2008.

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 update: 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 update: 2/6/2008

Plainsboro Historical Society.

<http://plainsborohistory.org>

The Plainsboro Historical Society is a non-profit organization dedicated to preserving and promoting the history of Plainsboro Township, New Jersey. The Society has been in existence since 1975 and is headquartered in the circa 1880 Wicoff homestead in Plainsboro where it has operated a museum and archival/collections repository for the past 10 years. Primary holdings include agricultural artifacts, photos and ephemera related to Plainsboro. The Society also owns and cares for the 19th century Bethel Cemetery in Plainsboro. The Society opens the museum to the public two days per month as well as for lectures, programs, special events and for researchers.

Internship projects include general non-profit management administration such as membership management, volunteer management, program development and WEB site updating. Research and museum projects include collections research and accessioning, archival arrangement, lecture and program development, interpretation planning and exhibit research. If students are particularly interested and motivated in a subject area, the opportunity to research, design and prepare a small exhibit is welcome using the collections and archival materials at the museum. (Space and limited funding is available to carry an exhibit project to fruition.)

Qualifications: Excellent communication and interpersonal skills are a must. The ability to carry out independent research to understand the significance of local history is helpful. Students should have a general understanding or some experience visiting and looking at museum exhibits before deciding to tackle an exhibit project. General computer skills and strong organizational skills are required. Last update: 4/6/2008

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 update: 2/25/2008

Preservation New Jersey. Trenton.

<http://preservationnj.org/>

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. Research intern needed, to assist grant-supported project that is exploring the history of public school development, design and construction in NJ. Intern(s) would engage in the following activities:

1. Conversion of printed data regarding existing public school buildings in NJ to searchable electronic format
2. Research assistance on history of NJ legislation regarding schools & construction
3. Research assistance on school design/construction in Commissioner of Education (and predecessor titles) and State Board of Education annual reports
4. Identification of professional educational and architectural publications that may have articles on school design/construction issues
5. Historic photograph research

Accessible by public transportation. Last updated: 1/11/2007

Princeton Theological Seminary. Luce Library Archives and Special Collections. Princeton.

<http://ptsem.edu>

Luce Library contains 80,000 rare books, 400 manuscript collections, Babylonian cuneiform tablets, and other important resources. Interns are needed to help process archives and manuscript collections and to prepare finding aids.

Accessible by public transportation.

Availability of internship not confirmed. Last updated: 2/10/2004

Princeton University. Mudd Manuscript Library. Princeton.

<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/departement/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 update: 1/10/2008

Red Mill Museum Village, formerly, Hunterdon Historical Museum, formerly Clinton Historical Museum Village). Clinton.

<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: 2/5/2002

Rockingham State Historic Site. Kingston.

<http://Rockingham.net>

General Washington used this 18th century house as his last headquarters of the Revolutionary War. The site is undergoing restoration. Internship will be next available in Spring 2003. 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 may choose to research Josephine Swann and Kate McFarlane of the Washington Headquarters Association, and the group's role in the preservation of Rockingham for use in a potential publication. An interview and résumé are required. Car necessary. Last updated 1/12/2006

Rutgers University Libraries. Alexander Library, Rutgers University Libraries. New Brunswick.

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: 1/10/2008

Rutgers University Libraries. Alexander Library. Special Collections. New Brunswick.

<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.

Last updated: 1/12/2006

Rutgers University. Rutgers Oral History Archives. New Brunswick.

<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: 1/30/2008

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

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 woman suffragists of the nineteenth century, are published by faculty and graduate students at Rutgers. Four volumes of what will be a six-volume edition are published already. 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 update: 1/16/2008

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 USA. Our role in integration is explained in a book, entitled 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, among other projects. Familiarity with Microsoft Access is preferred but not required. Public bus transportation is available. Last updated: 1/18/2007

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 with the newspaper press, and the history of the Menlo Park laboratory and community.

Last updated: 2/6/2006

Tuckerton Seaport. Tuckerton.
<http://www.tuckertonseaport.org>

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.

Application letter with resume necessary. Last updated: 4/27/2006

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 finding aids. The Archives is located on the campus of Drew University in Madison, NJ. Last update: 5/20/2005

University of Medicine & Dentistry of New Jersey. University Libraries-Special Collections. Newark.

http://www.umdnj.edu/librweb/speccoll/special_collections.html

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.

2. R. Walter Schlesinger, MD Papers, ca. 1970-1990. 3 cubic feet.

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

Wheaton Arts and Cultural Center. Museum of American Glass. Millville.

<http://wheatonarts.org>

Wheaton Arts and Cultural Center is a cultural center with museums and programs dedicated to American glass; it also has collections and programs in other crafts, folk life, and art. At the Museum of American Glass, an intern is needed to research, accession and catalog artifacts. The intern will also assist the registrar with loans, donations, glass accessions and assist the curator with exhibits. Research pertaining to the history of glass making is also possible. (See also Down Jersey Folklife Center.) Last update: 2/4/2008

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.

Accessible by public transportation (Bus 604 from Trenton Railway Station.)

Last updated: 9/19/2007

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