



Rutgers University History Department

PUBLIC HISTORY INTERNSHIP PROGRAM

PROJECT DESCRIPTIONS

As of September 2015

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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.

Except where indicated, internships are available at these sites for the fall, spring, and first summer (May -July) sessions. Students may take the course once. Students who are interested in history internships must call (732) 308-3771 x5 to make an appointment with Gary D. Saretzky, the coordinator for the Public History Internship program, before registering for 506:451. *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 internship classes in the Fall and Spring semesters once every two weeks; work a minimum of 112 hours (equivalent to 8 hours a week in the fall and spring semesters); submit oral interim and final reports in class; and turn in a final, written report at the last class. 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, assistant coordinator, or another faculty member during the course of the internship. The exact nature of the written 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. Summer interns meet in three classes during the semester, approximately every other 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 descriptions 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: 1/30/2015*

Agraj Seva Kendra. East Brunswick.

Agraj Seva Kendra a NJ Nonprofit Corporation is sponsoring a history project 'Indian Diaspora in New Jersey' with a view to promote understanding and diversity among the citizens of New Jersey. The project is funded by Middlesex County Cultural and Heritage Commission. East Brunswick Public Library is a joint sponsor of this project.

The interns will conduct research on the Indian Diaspora in the State of New Jersey from 1960 to the present. This will include researching published local histories, newspapers and other publications so that the research does not lack the human element. The project will focus on the reasons for immigration and settlement as well as the contribution made by Asian Indians to all aspects of life in New Jersey. The interns will submit a thesis on completion of the project.

Last updated: 10/13/2011

American Labor Museum. Botto House National Landmark. Haledon.

www.labormuseum.net

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

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

Last updated 1/17/2014. Confirmed 1/26/2015.

Atlantic Highlands Historical Society. Atlantic Highlands.

www.ahhistory.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) Docent & Tour Guide. The Society has published an architectural walking tour guide book. We would like to be able to use this as a starting point that may be expanded on to host short walking tours in town which would note the house styles and town history. A student interested in history & architecture/art may quite enjoy this project. Possible tours on Saturday.

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

3) Town historical research and preservation. Do research on first English settlers (from 1667), black community (from 1700s), and European immigrants (from late 1800s); analyze possible components of an historic preservation ordinance; and/or assemble useful guide material for historic house owners as we do receive requests about houses in town.

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. This can include organization for a planned postcard book to be published, also helping to reorganize a room for an exhibition starting from gathering materials, to painting, applying signage and building stands. A slide show of existing exhibits, house photos, and history is also needed to be created.

4) Grant writing and Fundraising. We need to find and apply for grants and other funding sources which will enable us to execute our Preservation Plan for the Strauss Mansion Museum. Intern would assist the supervisor with researching funding sources and applying for grants.

Public transportation available. Last update: 02/3/2015

Avalon Free Public Library History Center. Avalon.

www.avalonhistorycenter.com

The Avalon History Center (located on a barrier island off of Cape May County, NJ) serves as an informational and cultural Gateway to Avalon for all residents and visitors. Avalon History Center explores the past, present, and future of this small but distinctive community.

Interns who meet certain educational and work criteria can be involved in interpretation (creating labels and displays, interacting with visitors), collections management (cataloging or rehousing objects), or programming (for the public and schools).

Last updated: 1/29/2015

Aviation Hall of Fame and Museum of New Jersey. Teterboro Airport.

<http://www.njahof.org/pages/1/>

The museum, founded in 1972, was the first state aviation hall of fame in the nation. Depending on project needs at the time of their internship an intern might help research/maintain/create exhibits and/or catalog archival/book collections in the museum's research library. Interns will also be involved in ongoing efforts to upgrade our library and to aid in other research, exhibit upgrade and restoration projects.

Car necessary to reach the facility. Last updated: 2/14/2015

Battleship New Jersey Museum and Memorial. Camden.

<http://www.battleshipnewjersey.org>

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

Accessible via Light Rail from Trenton to Camden waterfront. Last update: 11/13/2012. Confirmed 01/29/2015.

Bayshore Center at Bivalve, Delaware Bay Museum & Folklife Center. Port Norris.

www.bayshorecenter.org

Interested in the history and culture of the Delaware Bay and the Bayshore Region of New Jersey? Want to learn how the natural environment has shaped the Region's material culture? Find out how this area became known as the "Oyster Capital of the World." Help the Bayshore Center preserve this authentic place and inspire our visitors.

Possible internship projects include: cataloging and inventorying using PastPerfect museum software, cataloging books within the research library, working with archival materials, helping to install exhibits, researching, conducting oral history interviews and developing children/family programs. All interns will be trained to staff the museum, lead tours and help with museum programs.

The Bayshore Center at Bivalve is located in the restored Oyster Shipping Sheds on the Maurice River in Commercial Township, Cumberland County, New Jersey. The facility offers covered wharves open to the picturesque riverfront, restored historic buildings with an ambiance of times gone by, and a glimpse into one of New Jersey's last remaining working waterfronts, and includes an art gallery, café, gift shop and museum exhibits related to the area's maritime history. The sheds were at the heart of the Delaware Bay oyster industry during the first half of the 20th

century. The facility also serves as the home port of New Jersey's Official Tall Ship, the Schooner A.J. MEERWALD. Last updated: 2/3/2015

Boxwood Hall State Historic Site. Elizabeth.

<http://www.getnj.com/historichouses/boxwoodelizabeth.shtml>

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

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

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

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

Camden County Historical Society. Camden.

<http://www.cchsnj.org>

The Camden County Historical Society (CCHS) internship program is designed to provide students with an introduction to standard museum practice and provide hands-on experience in museum work. By the end of the term, the Curatorial/Collections Management Intern will be fully familiar with the collections management and curatorial functions within the museum setting. CCHS offers interns the opportunity to work in a small non-profit institution with a dedicated staff. Interns will gain diverse experience in activities typical of small museums and historic sites.

The museum intern will assist with the day-to-day operation of the CCHS museums. The museum intern will work with the Museum Director on the overall management of the Historical Society's collections as well as the operations of the 18th century Georgian mansion, Pomona Hall, and the Museum of Camden County History.

The intern will have hands-on experience with objects in the permanent collection in terms of

inventorying, assessment of condition, storage and maintenance, accessioning and deaccessioning, cataloguing, researching, conserving, and entering information into the PastPerfect database.

The museum intern will also have the opportunity to work with staff on the research, planning, and installation of exhibitions. CCHS staff will work with each intern/volunteer to select tasks and projects that suit individual interests and skills.

Historical background and experience with museums, libraries, and working with the public a plus, but not required. Applicants should have an interest in history or related disciplines. Strong organizational skills and attention to detail a must. Research and editing experience is a plus. Computer literacy: Knowledge of PastPerfect Museum Software and Microsoft Office helpful. Experience using a digital camera and scanner is also helpful.

Internships are available year-round. The museum staff accepts three (3) per semester. Individual responsibilities are determined by the educational background and work experience of the intern, as well as the needs of the museum. While this position is unpaid, school credit can easily be arranged.

Hours are flexible (Wednesday - Friday from 9:30 AM - 4:30 PM and Sunday 12 PM - 5 PM), but interns are expected to commit at least 7 hours a week to CCHS. The diverse in-depth experience that interns experience working at CCHS make this an ideal opportunity for an undergraduate or graduate student in history, anthropology, archaeology, museum studies, library science, sociology, and related fields.

Last updated: 1/10/2013

The Cape May County Division of Culture & Heritage. Cape May.

<http://www.thejerseycapenet>

This Division within the Department of Tourism's mission is to promote public awareness of, and participation in, the cultural resources of Cape May County and to support those non-profit organizations which do the same.

An intern would work directly with the Division, assisting with public programming; conducting research for exhibits and programs; working with different cultural, ethnic, and religious groups and gathering local history related to those groups and generally assisting in the collection of county history. The intern will also gain experience in marketing public history based programs through various marketing outlets and in working directly with the public to foster interest in local and state history.

An intern could also work with history based organizations in the community, assisting with grant writing, technical assistance, or in other support roles consistent with the Division's

mission.

Through this work, the intern will gain extensive experience in the various aspects of public history. Last updated: 1/17/2014

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

<http://www.cmcmmuseum.org>

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

Project 1: Arts Management

This intern will serve as a professional guide leading visitors through the historic Cresse-Holmes House (a Colonial and Federal period building), the Colonial Barn which includes the Alice Belanger McGuigan Military collections dating from the Revolution to the present, and the Townsend exhibit of stagecoaches. This intern will be a front-line representative of the organization responsible for interpreting history for visitors, making our collections accessible to all demographics, and promoting and supporting museum programming. Some upkeep of the exhibits may be requested as part of this stewardship.

Project 2: Museum Collection

This project involves assisting the Director and the Curator. We have many objects that need to be curated inclusive of cross-checking for accession numbers, inventories, physical ordering and moving of collections into appropriate storage areas, use of proper archival methods for storage, data entry into PastPerfect database, research, etc. The collection is large and varied and includes objects from the Paleolithic period through the present. Collections encompass natural history, historic house museum, militaria, transportation artifacts, textiles, art, historic furnishings, etc. Last updated: 01/22/2015

Chester Library. Chester, Morris County.

<http://Chesterlib.org>

The Local History Department of the Chester Library in Chester, New Jersey is a resource for reference and original materials that document Chester, Morris County, and N.J. history. The purpose of the Local History Department is to collect, preserve, describe, and make accessible these materials to the local community, as well as to visiting and online researchers.

Our Local History intern would create an online exhibit for the Patriotic Order of Americans Question book in the collection. This work would require researching the history of the book, the organization, and its participants for exhibit text; creating the web pages for the

exhibit; and creating the metadata for the images and web pages in the exhibit. The images have already been digitized, but some editing may be required. Last updated: 01/20/2015

Chesterfield Township Historical Society. Crosswicks.

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

Russell Caldwell, local historian and member of our board of trustees, is conducting research on the history of Chesterfield Township, with the goal of writing a book. The historical information will also be used in exhibits at our museum. Three internship projects supervised by Mr. Caldwell are available:

1) History of Agriculture in Chesterfield Township

Chesterfield Township has a long agricultural history, from the Lenni Lenape Native Americans, and the Quaker settlers, through the dairy farms of the early to mid-20th century, to the vegetable, flower, soybean farmers and horse farms of today. The Historical Society is dedicated to documenting this important aspect of Chesterfield Township history, the results of which will be exhibited in our local museum.

2) History of African-Americans in Chesterfield Township.

Chesterfield Township has had a small African-American population for much of its history, but there has been very little research and documentation of this important part of Township history. Like many Quaker communities, Crosswicks Village in Chesterfield Township, was thought to have played a role in the Underground Railroad, although this assertion has not been documented. At one point in its history, Crosswicks had a small settlement of African-Americans named Beckersville.

3) Thorn Pottery

The 19th century Thorn Pottery was located in just outside of Crosswicks Village on the land that is now part of a correctional facility. This redware pottery is very highly regarded NJ pottery and the Chesterfield Township Historical Society is fortunate to have several pieces of Thorn pottery on display in our museum. We would like to compile a history of the local pottery and provide some background information for the pieces of pottery in our collection to inform the development of a pottery exhibition for our museum. Last updated: 9/22/2015

Christ Church Shrewsbury.

<http://christchurchshrewsbury.org>

Christ Church Episcopal in Shrewsbury is an historic parish. Formed in 1702 the parish has been active since that date and has a large number of documents and artifacts dating to its inception. The current church building was erected in 1769 and is on the National and State Register of Historic Places. The general area for internships would be in archive management and research into the many specific elements of the historical archives. Much of this has not yet

been studied. There are many opportunities to explore historical aspects of New Jersey illuminated through both a local lens and the dimension of an historic religious institution. The specific research topics would be mutually defined by the intern and the parish historian. Last updated: 01/27/2014

City of Newark Archives & Records Management Center, Newark.

<http://www.ci.newark.nj.us>

In 2005, the Office of the Newark City Clerk established the Newark City Archives & Records Management Center (ARMC.) The ARMC occupies its own building on Halsey Street, located just around the corner from Newark City Hall. The ARMC has a dedicated staff of five (5) employees who have aggressively organized a citywide records management program expanding it to several of the City's Departments. An imaging database has been installed on the City of Newark network providing easy access to files.

Through ARMC, Newark has partnered with Rutgers, The State University, School of Public Affairs and Administration, Newark Campus, in providing educational seminars/lectures pertaining to a variety of topics in Public Management and municipal government, emphasizing the importance of proper records management and retention. The work completed to date in the ARMC is just the tip of the iceberg; exciting projects remain to be completed especially as the City of Newark looks forward to celebrating its 350th Anniversary in 2016.

Three Intern Projects are outlined here – the completion of which are urgently needed as Plans for the 350th Anniversary are developed.

- The City maintains an extraordinary Photography Collection along with negatives which requires the completion of a catalogue/inventory and the creation of a Finding Aid. All of the materials in this Collection will need to be digitized to insure their availability for residents, scholars and students. This Collection is extensive and consists not only of the recording of public events and parades, but it also includes photographs of homes, businesses, visiting dignitaries and celebrities, neighborhoods, churches, schools, hospitals, public statues and artwork. All of this shows the evolution of Newark from a farming community to an urban center. Once the Photography Collection is organized it can serve as the basis for an informative and interesting exhibition on the history of Newark.
- In anticipation of the City's 350th Anniversary Celebration in 2016, the ARMC is charged with developing a Historic Tour of Sites of Significance throughout the City. Developing the components of this Historic Tour will enable the intern to draw upon their creativity and research skills in developing a format that residents and visitors will find interesting and intriguing.

- The ARMC needs to have a promotional brochure developed and designed referencing its holdings and showcasing what is available to residents and others for research projects. The increasing recent interest in the City of Newark makes a brochure of this kind a necessity. This brochure can be a resource in and of itself and serve to promote the long and storied history of one of America's oldest cities.

Last updated: 1/31/2014

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; Our Long Endurance: The Story of New Jersey in the Civil War; Down the Shore: The Coastal Heritage of NJ; Lights, Camera, Action: The History of Film in New Jersey; Got Work? New Deal / WPA in New Jersey 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 – Visitors Center / Lot 48 Stop. Last updated: 1/21/2014. Confirmed 1/26/2015.

Cranbury History Center.

http://www.cranburyhistory.org/hist_ctr

The Cranbury History Center serves as the archive for the Cranbury Historical & Preservation Society. The Center has a growing collection of genealogical records, oral histories, photographic archives, archival collections, and a small local history library. Under the training and guidance of the History Center staff, an intern would assist in these following areas: Cataloging library collections; Processing donated acquisitions, photographs, and archival collections, as well as, add the related information into PastPerfect Museum Software for collections; and Photograph collections for importing into PastPerfect. Furthermore, a student intern would have opportunities to assist in conducting research for inquiries that are received. The research consists of searching deeds the Cranbury area, research cemetery records, researching genealogical records, and searching our collections for information. Finally, we have an ongoing need to continue adding our manuscript and photograph collection to the New Jersey Digital Highway.

Last updated: 1/28/2015

Crossroads of the American Revolution. Morristown and Trenton.

<http://www.revolutionarynj.org>

Do you want to be a part of making history come alive? Join the Crossroads of the American Revolution National Heritage Area as an intern.

The Crossroads connects the people and places that changed history to inspire community pride, stewardship and civic engagement. We are a federally legislated national heritage area that works with the National Park Service and with more than 100 historic sites throughout New Jersey.

Specific tasks will include web site content (educational resources, calendar of events, speakers bureau, press site, and other programs), public service announcements, research on grants, historic groups and potential contributors.

Be a part of charting the course for New Jersey's National Heritage Area and for heritage tourism.

Visit www.revolutionarynj.org and find us on Facebook and Twitter. Last updated: 1/17/2014

Cumberland County Historical Society. Greenwich.

www.cchistsoc.org

The Cumberland County Historical Society (CCHS) offers interns the opportunity to be immersed in the rich historical setting of charming Greenwich. Founded by John Fenwick, it is the first principal settlement in Cumberland County and one of the country's first ports-of-entry. In 1774 patriots burned a cargo of tea giving Greenwich the distinction of being one of the five tea party towns in America. The Society has a wide variety of collections housed in several buildings including the Alan Ewing Carman Museum of Prehistory in Cumberland County, the 1730 Gibbon House Museum, the John DuBois Maritime Museum, and the Warren & Reba Lummis Genealogical & Historical Research Library.

There are a number of internship possibilities available at the CCHS. We are excited about the prospect of working with a creative student of history and will make every effort to help her/him design a project that suits their individual interests and skills.

Possible internship projects include but are not limited to:

- Assist library staff with genealogical and local history research requests
- Organize and catalogue archival material
- Research, plan, and install temporary exhibits

- Help maintain and create content for the Society's website
- Scan documents and photographs
- Gather information from the CCHS's collection of artifacts, photographs, newspapers, manuscripts, maps, etc. in order to write an article for the Society's newsletter
- Develop educational materials for school tours such as a pamphlet for young visitors
- Assist with the daily operation of the various museums

Last updated: 4/7/2014. Confirmed 1/26/2015.

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 updated: 4/16/2012

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 moving, inventory, cleaning, and cataloging of museum objects; Developing temporary exhibits for locations within the recreation area; Assist with archival processing of photographs, slides, flat files, maps, and historical research files.

Archeological Projects: Assisting with archeological investigations, testing, laboratory, 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); Tape and transcribe oral history interviews; Research, identify and evaluate sites within park associated with area's historic themes (e.g. local cemetery, French-Indian War Forts, Black history, recreational history); 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.

Additional information about internships is available through the volunteer link at the above website. Last updated: 3/5/2012

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: 1/12/2009

Double Trouble Village. Double Trouble State Park. Bayville.

<http://www.njparksandforests.org>

Double Trouble Village was typical of company towns built in the Pine Barrens and serves as a window into the cedar and cranberry industries. The historic village is located in Double Trouble State Park, just off Garden State Parkway exit 77.

Interns would work on special projects to further the understanding of the village and those who lived and worked there, under the supervision of the site's Historic Resource Interpretive Specialist. Project examples include: building documentation, developing a furnishing plan, correlating lesson plans with core curriculum standards, and thesis papers. These projects could include primary and secondary research at the village, county library and historical societies. Intern should have research and organizing experience and is responsible for their own transportation. Resume and application required. Additional information available from the site historian.

Last updated: 1/31/2014. Confirmed 1/28/2015.

Down Jersey Folklife Center. Millville.

<http://www.wheatonarts.org>

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

Dr. John Vermeule House, Green Brook, NJ

<http://www.greenbrooknj.com>

The Vermeule-Mundy House, circa 1799, is in the process of being restored to its original grandeur by the township of Green Brook with grants from Somerset County, under the direction of the Historical Society and Cultural, Heritage and Historic Preservation Committee. The house is a Georgian farmstead built by Dr. John Vermeule, son of Revolutionary War patriot, Adrian Vermeule. It presently sits on 2.2 acres, of what used to be a much larger plantation. The house has had a number of interesting owners, including slave-owning Dutch families, mid-19th century Quakers, and Jewish dairy farmers.

When acquired by Green Brook Township, the house contained more than three thousand, nineteenth- and twentieth-century articles that had been left by former residents. In addition, a recent archaeological investigation has uncovered a former kitchen, out-building, which has yielded a large number of interesting artifacts.

Intern assignment available:

1. Historical research into the lives of former owners, especially with regard to medical practices, farming techniques, and cottage industries.
2. Developing interpretive presentation for tour guides.
3. Evaluating and cataloging of archaeological artifacts and historic items.
4. Designing and building interpretive displays

Requirements: Interest in history and historic preservation
 Research/Library skills
 Knowledge of Word/Excel would be helpful
 Digital photo management skills

Last updated: 1/29/2014

East Jersey Olde Towne Village. Piscataway.

<http://www.co.middlesex.nj.us/culturalheritage>

The Village is a collection of structures from the 18th and 19th century that have been relocated to Johnson Park in Piscataway. The buildings represent a cross section of life and include a schoolhouse, church, tavern, wheelwright/blacksmith shop, and the homes of early central New Jersey settlers. The Village is under the auspices of the Middlesex County Cultural & Heritage Commission an agency within Middlesex County Government. The mission of the village is to interpret the history of the Raritan Valley. To that end, staff create exhibits and programs that highlight the extensive history of central New Jersey. Internship possibilities include researching a variety of historical topics, helping to mount exhibits, assisting tours, outreach programs and developing educational workshops. Prospective interns are given a tour and meet with staff to discuss what internship opportunities exist.

Located on River Road near campus. Last updated: 1/22/2014

Essex County Parks Archives. Newark.

<http://essexcountyparks.org>

The Essex County Parks Archives, located at the Park Administration Building across from Branch Brook Park in northern Newark, NJ houses the records of the oldest county park system in the country. Most of the parks in the system were designed by the Olmsted Brothers landscape architecture firm. An intern will be assigned a primary project, but may be called upon to assist with tasks related to other activities of the department. Projects may encompass: preventive care and handling of historic documents; working with staff to research, plan, and install exhibits; organizing, rehousing, describing, and indexing maps and plans; digitization of historic photographic collections; or preparing for and presenting an educational event or tour.

The currently available primary project involves creating an inventory of the material in the Archives related to the Essex County Park Police, which have existed nearly as long as the Essex County Park System (1895). The project involves researching primary materials such as minutes, annual reports, correspondence, and news clipping scrapbooks. The resulting inventory will be used by staff in developing an exhibit, and curatorial suggestions for the future display are welcomed from the intern. There are also photos of the police to be digitized. A possible field trip would take the intern to other repositories to determine what related materials are in their holdings. This project might appeal especially to someone interested in the history of policing or the development of labor laws in the public sector, and could also be a resource for independent research.

There are several bus lines with stops within a block of the Parks Administration Building (115 Clifton Ave., Newark, NJ). No funds are available for transportation. *This internship is available in Fall and Spring semesters only, not Summer.* Last updated: 3/23/2015

The Fort Lee Film Commission and Fort Lee Museum. Fort Lee.

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

Fort Lee's role as the first American film town and birthplace of the American film

industry is documented by the Fort Lee Film Commission in books, film history maps, and in active and growing archive housed in the Fort Lee Museum. Dissemination of this information to scholars, filmmakers and students of this period of early film history is one of our main jobs.

The Fort Lee Film Commission collection includes thousands of archival still photos including those from original sources such as the scrapbook of the first Fox Studio star, Theda Bara.

Outreach has led to contacts with relatives of cameramen and filmmakers from this period in Fort Lee and such donations include costumes and film equipment and artifacts and props from the 1910's used in Fort Lee productions. We also have contact with Universal Studio which assisted us in our 2012 exhibit to celebrate the centennial of Universal and their birth in Fort Lee in 1912.

Universal sent us material from their prop department in Universal City for our exhibit. We also work with filmmakers who restore films shot in Fort Lee. Most recently we assisted film historian Paul Gierucki who has restored a 1916 Fort Lee produced film *The Water's Ball* directed and starring Roscoe Arbuckle. We held the premiere of this restored film at the Golden Door International Film Festival in September 2014. The event was held at the landmark Loews in Jersey City. We had a live jazz band, The Red Hook Ramblers, create a score for this film which they played live to the enjoyment of the entire audience. The Fort Lee Film Commission itself restored the only existing print of the first American made film of Robin Hood. Produced in Fort Lee in 1912 by Eclair Studio, we restored this film in 2004 and premiered the restored version at the 2004 Prodenone Film Festival in Italy. Since that time it has been screened around the country including such locations as the Fine Arts Cinema in Los Angeles and the National Gallery in Washington, DC as well as the Museum of the Moving Image in New York. We are presently working with Milestone Video on the production of a DVD set of Fort Lee films which will include the centerpiece, our new documentary on Fort Lee film history titled, *The Champion: A Tale from America's First Film Town*.

Interns working for the Fort Lee Film Commission will be personally supervised by the Executive Director and staff and would work on the digitization of our photo collection, the display aspect via museum exhibits in Fort Lee, writing per our web site and our written publications and outreach projects where our archive will be used to connect with students in this area as part of the work we do with high school student filmmakers. Finally, this work will help prepare for our move in 2-3 years into our Barrymore Film Center. Last update: 1/15/2015

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

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

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

Background:

Sandy Hook is located on a six mile long barrier peninsula at the entrance to lower New York Harbor. Sandy Hook became home to Fort Hancock in 1895. Fort Hancock was responsible for

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

Internship Requirements:

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

Research Topics:

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

1. Conduct research on the medical facilities and the nurses stationed at the Fort Hancock hospital. Using primary and secondary sources available in the museum collection and outside repositories establish a history of this facility and the people who staffed it.
2. Conduct historical research on the African-American experience at Fort Hancock. Using primary and secondary sources in the museum collection at Sandy Hook, and also a variety of outside repositories, trace the role of both civilian and military African-American personnel serving at Fort Hancock from circa 1898 to 1974. Project includes identifying any specific sites and buildings associated with the African-American experience at Fort Hancock.
3. Carry out historical research about Sandy Hook's role in the American Revolution. Using mostly secondary sources in the museum collection at Sandy Hook, and also a variety of outside repositories, trace the activities and incidents of American, British, and Loyalist military forces at and around Sandy Hook from 1775 to 1783.

Dormitory housing may be available for a minimum commitment of 30 hours per week.

Note: Internship not confirmed due to effects of Hurricane Sandy.

Last updated: 2/2/2009

Gloucester County Historical Society. Woodbury.

<http://www.rootsweb.ancestry.com/~njgchs/index.htm>

The Gloucester County Historical Society's Library houses a wide variety of collections. It is the repository for South Jersey maps, manuscripts, diaries, account books, newspapers,

photographs and over 80,000 original county documents (1686-1900).

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

Every effort will be made to assist the intern in the selection of a project in keeping with their educational interests, goals and skills, while offering hands on experience and the opportunity to explore in depth the unique holdings of the Society.

Last updated: 8/10/2009. Confirmed 1/28/2015

Grover Cleveland Birthplace. Caldwell.

<http://www.nj.gov/dep/parksandforests/historic>

To complete an IMLS (Institute of Museum and Library Services) grant awarded in 2007, the Grover Cleveland Birthplace, located at 207 Bloomfield Avenue in Caldwell, is seeking an intern for a digital cataloging project of its artifacts and archives. Students who have completed studies in information technology (IT), museum and/or library sciences are preferred. However, applications are welcome from students currently majoring in Art, IT, Museum Sciences, Library Sciences, or History.

Experience, training and/or proven skills in the areas of digital photography and scanning to a PC database are a must. IT troubleshooting and management involving PC hardware, networking, databases, operating systems, and software are a plus. Candidates must have strong computer skills in organizing and creating files for meta-data importation; an attention to detail; the ability to conduct research and articulate results in written format; and good writing skills. They should also be self motivated and have flexible hours.

Job expectations include cataloging the artifact and archives collection into a PastPerfect Museum Software database. Cataloging functions include generating, inputting, organizing directories and sub-directories, and performing backups of museum-quality digital photography, museum-standard digital scans, and textual data.

Resume and application required. Paid internship *without college credit from Rutgers* also available. Last updated: 1/11/2011

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 updated: 1/8/2013

Historic Speedwell. Morristown.

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

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

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

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

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

Last updated: 1/8/2013

Historic Village at Allaire. Howell.

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

Internship opportunities are available throughout the year and are open to students seeking credit towards a degree. Those seeking internships for experience credentials are welcome to apply, but certain requirements must be met. Internships available include:

Historical Research and Archiving: Interns will be expected to research and format information on a topic pertaining to the Historic Village at Allaire. Interns will be offered the chance to choose their topic with guidance from the Museum Program and Education Coordinator. A final presentation of the gathered research is expected. Potential interns must have strong research and writing skills. Some travel may be necessary (to local libraries, archives, etc.)

Museum Collections: Interns will be expected to work with museum staff in handling and preserving the artifact collections. Interns will be assisting in accessioning, organizing, and occasionally researching both artifacts and period replicas. A final presentation of the experience is expected. Potential interns must have strong people skills and be willing and able to take direction. Previous experience in handling artifacts a plus, but not required.

Museum Program Coordinating: Interns will be expected to write creative and educational programs for the Traveling Trunk Programs/Historical Events. Interns will be working closely with the Museum Program and Education Coordinator, as well as the School Tour Staff. A final presentation of the newly developed program is expected. This internship focuses heavily on managerial, writing, and research skills. Writing skills and speaking skills are a must.

Event Coordinating: Interns will be expected to research, develop, and coordinate a historic and/or fundraising event under the guidance of the Museum Program and Education Coordinator. Interns will be responsible for designing a portion of the event as well as learning how to coordinate volunteer participants. A final presentation of the event will be expected. This internship focuses on creativity, writing, and people skills.

Car Required. Last updated 4/1/2010.

Historic Waterloo Village, a 19th Century Canal Town. Byram Township, New Jersey

<http://hopspst@verizon.net>

Winakung at Waterloo is seeking college interns who are enthusiastic about history education to assist with the interpretation of several areas located within Waterloo Village. Interns will be working at Waterloo Village, for Winakung at Waterloo Inc., a not-for-profit corporation that provides educational programming through a concession agreement with the NJ Division of Parks and Forestry. Areas included in the concession agreement are the Morris Canal town, Blacksmith shop, Smith's General store, Gristmill, Rutan Farm Cabin circa 1825, and the recreated Lenape-Delaware American Indian village. Intern responsibilities will include, but are not limited to: archiving artifacts, guiding tours, interpretation of sites for groups, wearing historic costume dress, research, marketing, programs development and evaluation, exhibit design and walking 1+ miles per day. Qualifications: Interns applying for Interpreter positions must be able to leave cell phones and all other technology devices turned off while working. Teaching experience and / or experience working with children is helpful. Interns should expect and be able to walk 1-3 miles per day when school/group tours are in session. Training will be provided. A car is needed to get to this location. Last updated: 1/22/2013

Historical Society of Ocean Grove.

<http://www.oceangrovehistory.org>

The Historical Society of Ocean Grove (HSOG) exists to preserve the history of Ocean Grove, to record the history of the Camp Meeting and to record and preserve aspects of the Victorian

period. Ocean Grove, New Jersey was founded in 1869 as a camp meeting site for individuals to come for rest and religious renewal. This historic, coastal community is located on a 325 acre site along the Atlantic Ocean in Monmouth County. Early visitors would come for the summer season and live in canvas tents while participating in religious activities and enjoying the beaches. At one point there were over 700 tents in Ocean Grove, today only 114 remain. “Tenters” still come every summer to spend the season relaxing at the beach and participating in religious activities. Ocean Grove has evolved into a year round community of 5,000 residents and is considered an excellent example of a late 19th century planned community that contains over 1,000 Victorian homes.

As a tourist destination, the population of Ocean Grove swells every summer with visitors coming for the whole season, a month or just a long weekend. Our summer season is definitely our busiest with daily openings of the museum and Centennial Cottage (our historic house museum), walking tours, fundraising events such as our annual House Tour, Postcard & Antique Shows and Auctions, and programming events such as History Days, Teddy Bear Tea for children and our three annual general membership meetings.

Students would have the opportunity to explore a variety of aspects of the HSOG including:

Curatorial/Archival Work: This involves helping research and catalog the museum’s artifacts, including data entry to PastPerfect.

Historical Interpretation: Working as a tour guide or selecting a specific collection of artifacts to research and interpret.

Exhibits: Help to research, catalog and arrange items for exhibit

Special projects: For example, helping to plan, publicize and run special programs at the museum, including programs for children. Other projects could be arranged, based on the student’s interests/skills. An example project could be: Creation of a database of historical homes in Ocean Grove with information regarding styles, year built, original photos, homeowners etc. which could then be accessible online.

Development: Working with our development chair, the intern would assist with grant writing and management, web presence, membership cultivation and fundraising.

*All interns, regardless of specialty, will be required to spend a portion of their internship working in the museum as a docent, museum shop clerk, answering phones, etc. This will give them an understanding of the day-to-day operations and visitor management.

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. We also welcome project ideas from students.

The Asbury Park Train Station is within walking distance of the HSOG museum at 50 Pitman Avenue. The Academy Commuter Bus also stops on Main Avenue, just 2 blocks from the Museum.

The first floor of the HSOG, holding our permanent collection, is ADA accessible, our

archives and seasonal exhibit are located on the basement level with no elevator access and is therefore not ADA accessible. Unfortunately, Centennial Cottage, our historic house museum, is not ADA accessible.

Last updated: 1/28/2014

Historical Society of Plainfield.

<http://drakehouseplainfieldnj.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 held a Council of War with his officers during 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:

- Assist the Drake House Archivist with the Drake House Archives Inventory Project, specifically document and process the HSP working files;
- Research, develop, curate, and install new exhibits;
- Research and maintain select collections;
- Assist with genealogical requests;
- Train as a docent and conduct tours of the Drake House for Plainfield school children and the general public.

Interns must possess strong oral communication and writing skills. Bilingual (especially 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: 1/19/2015

Howell Living History Farm. Titusville.

<http://www.howellfarm.org>

Howell Living History Farm, a Mercer County Park located in Titusville, New Jersey, interprets farm life at the turn of the 20th century. In operation for over 30 years, Howell Farm is a living history museum, historic site and working farm where school groups and visitors learn about life on a farm by actively participating in its operation. Over 60,000 visitors come to the Farm annually to take part in the seasonal programs based on farming schedules.

Howell Farm seeks an intern to assist in the museum operations. The intern will work with the curator, executive director, staff and volunteers. Intern opportunities may include:

- **Develop digital interpretation:** Conduct archival research, document, write and interpret essential farm functions for the public using Smartphone and modern technology.
- **Collections:** Assess, organize and catalogue existing collections as well as recent acquisitions; organize existing materials, catalogue and archive new items and update previous entries using Past Perfect software; evaluate and grade collections items to determine which objects can be used, which should be used cautiously and which objects should be stored and not used.
- **Public programs and interpretation:** Assist interpretive staff with school groups and public programming.
- **Digitize historic photographs:** Scan and accession the photography collection using Past Perfect software. Provide subject identification for the searchable database to make use of the collection available for research and exhibits.
- **Social media and marketing:** Communicate with the public and members using the website, Facebook and e-newsletters.
- **Special projects:** Develop projects or programs that fit within Howell Farm's mission of learning about turn-of-the-century rural life through active public involvement.

This is a great project for a student who has at a minimum completed his/her second year of college study and is considering a career in museums or historic sites. Rising sophomores will also be considered. Majors in American history, museum studies, English, public history or historic preservation are encouraged to apply.

Desired skills:

- Self starter with strong organizational, multitasking and people skills
- Knowledge of American history
- Knowledge of standard office computer skills, including database software and word processing. Previous experience with Past Perfect is preferred but not required.
- Ability to work independently and on detailed tasks.

Car necessary. Last updated: 1/17/2014

Hunterdon Historical Society. Flemington.

<http://www.hunterdonhistory.org>

The Hunterdon County Historical Society was founded in 1885 in Flemington to “collect all possible important County historical facts...for future reference”; thus: Collect, Preserve and Share became our mission. Today, the Society operates the Hiram E. Deats Memorial Library and opens it to the public at no charge. The Library is housed in a 1940s building matched to the Greek Revival style of the adjacent 1845 Doric House at 114 Main St., Flemington designed by Architect/ Builder Mahlon Fisher (1810-1874) for his own home. A sampling of the Society’s collections includes Lenape Indian artifacts, genealogies of Hunterdon families, records of its businesses, churches and civic groups, historical manuscripts, 5,000 printed volumes, photographs, maps, and County newspapers since 1825. Most of the collections are stored in a two-story, state-of-the-art, environmentally-controlled archives building on River Road in Raritan Township designed to serve the Society’s archival needs for the next 50 years.

An intern is needed to assist with curatorial and/or archival responsibilities. Job duties would include tasks such as accession, inventory, evaluation, arrangement, and description of artifacts and manuscripts. Other duties would include cataloging items into Past Perfect, our collections management software, and assisting with the upkeep and development of outreach projects such as Facebook, website, and cased displays. Last updated: 07/23/2012

IEEE History Center, Stevens Institute of Technology. Hoboken.

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. Last updated: 9/15/2014

Institute for Jazz Studies. Rutgers University, Newark.

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

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

Interns and work study students have undertaken many different types of projects through the years. Prominent among these are helping to arrange and describe collections of papers, photographs and music manuscripts that can be completed over the course of a semester. Students with backgrounds in sound engineering have done sound transfers of valuable tapes of

music as well as rare interviews with jazz legends to CDs. Students, especially those from the masters-level Jazz History and Research class offered on the Rutgers-Newark campus, have also assisted researchers in locating materials and helping to reorganize our artists files, which contain newspaper and other clippings detailing the careers of jazz artists.

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

Last updated: 2/18/2014

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 farmstead, the museum opened in the fall of 2007.

Bernard Hochberg, the developer of the shopping center in which the museum is now situated, provided the space. The Jewish Federation of Greater Monmouth County provides continuous support. Two internships are available:

1. The intern will access, research, analyze and index the on-line *Daily Register* and other local newspapers for articles and photos pertaining to Jewish life in Monmouth County. The intern will also be encouraged to produce articles for the museum's newsletter "Heritage Highlights," PowerPoint slide show presentation for the museum's Speakers Bureau, or other digital and printed publications based on the findings of this research.
2. The intern will be interview and record 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 video-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 museum history committee member.

Last updated: 1/22/2014

Jewish Historical Society of Central 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 over 100 local synagogues, local chapters of service organizations such as Hadassah and B'nai Brith, family and social service organizations such as ORT and National Council of Jewish Women, JCCs and Federations, Jewish day schools, social and religious organizations such as Rutgers Hillel, Chabad, USY and NCSY, and collections relating to Jewish farmers, labor movements, the Jewish Welfare Board, Jewish war veterans, and Jewish summer camps. There are also collections of family papers and documents, 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: 1/29/2014.

Lawrence Historical Society. 1761 Brearley House. Lawrence Township.
<http://www.thelhs.org>

This 18th-century brick farmhouse is listed on the National Register of Historic Places and was extensively restored fifteen years ago. It was constructed by one of the founding families of Lawrence Township (then Maidenhead), and currently serves as headquarters of the Lawrence Historical Society. The Society is embarking on a major upgrade of signage, interpretive displays, and docent training at the 1761 Brearley House, and we expect one or more interns to take a central role in that work. Duties will include, but are not limited to:

- Researching, writing, producing, and installing signs and interpretive displays.
- Creating a catalog of archaeological artifacts found at the site and developing suitable display and storage facilities.
- Researching, writing, and developing docent training materials and procedures.

The specifics for each term will depend on the timing of grant funding for these and other projects. The work sites will be the house itself and the Township Archive at the Lawrence Branch of the Mercer County Library System. Both are accessible by public transportation, though a car is recommended for the house. Last updated: 1/26/2015

Liberty Hall, Kean University.

<http://kean.edu/libertyhall>

The goal of the internship program at Liberty Hall is to give students the opportunity to see all aspects of a Historic House Museum. After a brief orientation program where the intern learns the mission of the museum and its goals, the intern meets with the Director of Museum

Operations and comes up with several project ideas that are interesting to the intern. The three areas of the museum, which the intern may choose are education, interpretation and collections. Once the student and the Director of Museum Operations decide upon a project they meet once a week to make sure the student understands the work and the work is being done properly. At the end of the internship the intern must create a mini exhibition as part of the project. By completing the internship with a mini exhibition, both the museum and the intern have something to show for all their hard work.

Educational Projects: Creating New School Programs, Creating Pre/Post Visit Materials for School Programs, Creating Summer Programs, Researching Educational Methods of the Past, Cataloging Educational Materials in the Collection, Etc.

Interpretation Projects: Creating New Period Programs, Researching a Particular Subject, Writing New Historical Information Guides, Researching and Transcribing Writing Materials, Etc.

Collections: Cataloging the Collection, Inventorying the Collection, Researching Pieces in the Collection, Creating Exhibits, Creating New Period Room Layouts, Cataloging the Archives, Etc.

Last updated: 4/4/2014. Confirmed 1/28/2015.

Long Branch Free Public Library. Local History Room.

<http://www.longbranchlib.org>

Never has it been a more exciting time to volunteer or intern in our Local History Room. Not only are we redesigning the room to be more user-friendly, we're in the midst of an exciting, innovative project that will digitize **every** item in the room using a new archival database, Musarch. The entire Local History Room collection and many materials from the Long Branch Historical Association collection will soon be searchable online by our community.

The intern would scan documents and postcards, work on exhibits, assist in the processing of some of the unique collections in the library's local history room, and perform other tasks related to organizing the valuable collection of historical materials on the Long Branch area that are housed in the local history room at Long Branch Free Public Library. Tonya Badillo, Library Director, or Janet Birkhead, an experienced library professional in the field of archives and the preservation of historical documents will supervise. Both would provide the intern with valuable mentoring during the time the person works here. Last updated: 01/14/2015

Macculloch Hall Historical Museum. Morristown.

<http://maccullochhall.org> or find us on Facebook

Macculloch Hall Historical Museum preserves the history of the Macculloch-Miller families, the Morris area community, and the legacy of its founder W. Parsons Todd through its historic site, collections, exhibits, and educational and cultural programs. Located in the heart of Morristown's National Historic District, Macculloch Hall Historical Museum is an 1810 house with period rooms, exhibit galleries and historic gardens, featuring the nation's largest collection of original artwork by 19th century political cartoonist Thomas Nast.

MHHM provide opportunities for interns to work on several projects dependent on the season, potential applicants skills and staff availability.

Museum office intern - Work on multitude of projects including hands on, behind the scenes museum experience, a variety of office work, which include computer based projects, research, and data entry. Responsibilities include working with press releases, posting to online calendars, putting together mailings, social media projects, short and long term projects relating to online calendars, maintaining publicity boards highlighting various programs for on the road displays to promote the Museum, preparing flyers, working with local organizations to promote our events. The position includes a variety of administrative work related to general office functions as well as marketing the site such working with images, creating graphic presentations and supporting assignments for our website and Facebook page. Interns are required to interact with the public both on site and off, answering questions about and promoting the Museum by posting flyers at community organizations and participating in programs. Program assistance includes ticket management, handling sales and set up and clean-up for events. On occasion interns also assist with exhibit preparations and other projects for special events. Interns must be able to work independently and in teams and need to be familiar with the Microsoft Office package and learn to use the museum database program Past Perfect.

Tour docent internship - Please note due to the training involved this option is only available to interns who intend to continue volunteering at the Museum beyond their internship period. Touring docents are the cornerstone of Macculloch Hall Historical Museum's outreach to the public. Visitors touring the Museum rely on their guides to provide interesting and accurate information about Macculloch Hall's history, the museum exhibits and the Thomas Nast collection. Responsibilities include presenting to the public the history of Macculloch Hall and its occupants and being familiar with the collection pieces in each of the period rooms. Docents must be comfortable with public speaking, providing security for the collection and site and following procedures.

Education intern - The Museum offers unpaid internships (one student per semester including a summer option) to students with a demonstrated interest in education. Work with a trained museum educator to prepare materials and assist in giving programs including pre-school, family, public and private schools, Scouts, and home schoolers. Other responsibilities include posting flyers about education programs in local businesses, data entry for school contacts into museum database Past Perfect and other tasks necessary to support the education programs. Gain skills and experience in a proven museum education program with a dedicated following. Faculty recommendation required. Last update: 1/29/2014. Confirmed 2/18/2015

Middlesex County Cultural and Heritage Commission. New Brunswick.

<http://co.middlesex.nj.us/culturalheritage/>

The Middlesex County Cultural and Heritage Commission is responsible for the development of county-wide programs, and the promotion of public interest in local and county history, in the arts, and in the cultural values, goals and traditions of the community, the state and the nation. The Commission provides opportunities for interns to work on several projects. Food For Thought is an oral history project which documents traditions and rituals that tell the history of the diverse communities in New Jersey through the commonality of food. The History Grant program provides support to organizations for local history projects.

Under the supervision and guidance of Director, History and Grant Services, the public history intern will assist in preparing documents for interviews, transcribing interviews, contacting interviewees to review and correct transcriptions, preparing documents for archives and related activities. In addition, the intern will assist the Grants Director in administering the grants program.

Last updated: 5/9/2013

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: 1/21/2010.

Miller-Cory House. Westfield.

<http://www.millercoryhouse.org>

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

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

Millville Army Air Field Museum. Millville.

<http://www.p47millville.org>

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

Join us in our mission to help preserve aviation history, honor veterans, educate and promote aviation for future generations.

Possible Internship Projects: 1) Identify artifacts in display cases throughout the museum by researching on computer or talking with our veterans; 2) Print out identification labels for artifacts. 3) Redesign existing display cases. Last updated: 01/29/2013

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 and learn archival repair and encapsulation techniques to preserve them; 2) assist with preparations for Archives and History Day, a public program in October; 3) preserving, scanning and indexing *Red Bank Register* newspaper photos using PastPerfect software; 4) help research, write captions, and do other preparation work for the annual October exhibit; 5) organize and prepare guides to small collections of archival documents. Bus stop 1/4 mile from repository. Last updated: 1/15/2015

Monmouth County Historical Association. Freehold.

Association: <http://www.monmouthhistory.org>

Archives/Library: <http://www.monmouthhistory.org/Sections-read-163.html>

Monmouth County Historical Association is one of the oldest historical societies in New Jersey. The Library & Archives houses thousands of volumes of books and hundreds of printed and manuscript collections from the 17th century to the present, all relating to the history of Monmouth County and its inhabitants. An internship under the guidance of a trained librarian/ archivist will be well-rounded with both special projects as well as mundane tasks, and would include a main project focused on one aspect of collection management, as agreed upon by the librarian/archivist and intern.

Projects may include organizing, rehousing, and describing small manuscript collections, photographs, or ephemera; scanning and cataloging image collections; creating subject guides to the Library & Archives collections; or cataloging books and manuscript collections.

Qualifications:

Strong organizational skills, neatness, attention to detail, and a high level of self-motivation are necessary. Might be required to lift up to about 30 lbs. and be willing to get dirty.

Position Available:

Spring or Fall semesters (Summer internships are also available). Days and hours are flexible but will be available Tuesday, 10 a.m.-1 p.m., and Wednesday-Friday, 10 a.m.-4 p.m. Last updated: 01/20/2015

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

<http://www.MonmouthCountyParks.com>

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

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

Longstreet Farm in Holmdel is a Living History Farm depicting life on a Central New Jersey family farm in the 1890s. Costumed interpreters interact with visitors to show the

domestic and agricultural routines on the farm. The Longstreet family home has been restored and reflects the family's wealth and social standing. Several internships are available:

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

2) Equipment Use and Maintenance Guides. We have a wide variety of period agricultural equipment and need assistance developing guides to train people to properly use and maintain it all. The guides can be paper-based, electronic, video based, or any combination we all think may be appropriate. The guides will cover individual pieces of equipment so we don't have to complete all of it in a single internship.

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

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

Internships at Historic Walnford and Longstreet Farm, last updated: 1/17/2014 and 1/24/2014, respectively.

The Historic Services Division supports and maintains artifacts for historic sites, exhibits and history related to properties prior to becoming parks. There are three internship opportunities: 1) A Curatorial Assistant internship in which the student will learn the care of objects, including, handling, inventory, photographing and registration using museum software. There are also opportunities to research specific artifacts and prepare artifacts for exhibit. Everyone who comes into the office as an intern will learn some of these techniques. 2) Collections Handler/Assistant to the Curator. This intern will assist in the long-term project of consolidating collections and data that involves inventories, storage and cataloging of artwork, china, furniture, textiles, agricultural equipment, archaeology and many types of cultural artifacts from the 19th-20th centuries. 3) An archival internship, organizing historic documents and photographs, confirming inventory for finding aid, transcribing and digitizing family letters, business documents, etc., from the 18th to the early 20th century.

Last updated: 1/21/2015

Montclair Art Museum. Montclair

www.montclairartmuseum.org

Museum seeks applicants with a strong interest in American or Native American art

history or Museum Studies. The Montclair Art Museum offers fall and spring semester internships for undergraduate and graduate students. Projects are based on Museum needs and applicants' interests. This program is designed for students enrolled in museum education or related programs that require internship or practicum credits.

1. Education Programming Assistant/Intern

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

2. Program Intern

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

3. Summer Internships

Summer internships may vary from above.

4. SummerART Intern

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

Qualifications:

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

The types of activities include, but are not limited to:

- Program support for SummerART
- Clerical and administrative tasks
- Assist with class instruction when necessary
- Assist with student exhibitions, reception planning and set up

Last updated: 1/21/2010

Morris County Heritage Commission. Morristown.

<http://morriscountynj.gov/mchc/>

Internships at Morris County Heritage Commission are flexible, depending on the intern's background and academic requirements. The county archives institutional materials related to the business of the county. These materials include the business of the various courts (including criminal, surrogate, Oyer & Terminer etc), road returns, building contracts & blue prints, veterans materials, historical records from the county clerks office and and other county departments. Projects usually concentrate on archival arrangement and description assignments; an intern will typically process and prepare a finding aid for a collection, or series from a collection, several linear feet in size. An introduction to the section's public service operations and preservation activities may also be included. Projects take place at the Heritage Commission Offices located at the County Cultural Center, 300 Mendham Road, Morris Township NJ. Intern must be able to work within regular business hours, Monday to Friday schedule (no evenings or weekends.) Last updated: 1/15/2014.

Morris County Historical Society. Morristown.

<http://www.acornhall.org>

The Morris County Historical Society, its archives and collections, is located in Acorn Hall. Built in 1853 and remodeled in the Italianate Villa style in 1860, Acorn Hall was home to the Schermerhorn and, later, the Crane-Hone families before becoming the headquarters of the MCHS in 1971. Acorn Hall is widely recognized for its authenticity as much of the furnishings and decorative arts date to the late 19th century. Interns with the MCHS are exposed to a wide variety of tasks involved with the care, management, preservation, and interpretation of a small historic house museum, library, collections, and archives. Interns help MCHS staff with events, researching for exhibits, public information requests, assisting with curatorial tasks such as donation and loan paperwork, and cataloging, photographing, and registering collections items in PastPerfect. Interns may also help with the MCHS's growing oral history program, press and publication, and community relations, including both traditional and social media outlets. Acorn Hall is located ¼ mile from the Morristown train station.

Car is necessary. Last updated: 01/22/2014

Morris County Park Commission Historic Sites. Morristown.

<http://www.morrisparks.net>

The Morris County Park Commission invites you to discover the wonder and beauty of its historic sites-Cooper Grist Mill, Fosterfields Living Historical Farm, and Historic Speedwell. These memorable journeys back in time vividly illustrate Morris County's rich cultural history, natural heritage, and its vital role in the Industrial Revolution. You will learn about life in a different era and be amazed at the ingenuity of the American spirit. Revel in the natural beauty of Morris County's rolling hills, forests, and farms as they existed over 100 years ago.

This Historic Sites of the Morris County Park Commission offer two internships in our collections department. The intern works under the supervision of the Senior Collections Specialist.

The Collections Intern will gain experience in museum work in four spheres: object care,

artifact inventory, collections management system data entry, and artifact research. On-site training will be provided. The candidate should have a background in history, American studies, museum studies, or a related field.

The hours are flexible, please inquire for more details.

Last update: 2/6/2014

Morristown and Morris Township Library – North Jersey History & Genealogy 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 Department Head, Archivist, and Digital Resources librarian. Student will be assigned a specific project based on their interests. Possible projects immediately available are:

Digitization of historic photographic collections:

Assist with one of several scanning and digitizing projects of the library's collections of photographs. Responsibilities for this project are maintaining, digitizing, and describing a large collection of historic Morris County photographs, using standard practices and methods of organization and preservation of archival materials. Under the direction of the digital resources librarian, the intern will digitize, describe, and upload photographs from our collections into the online Content DM digital management program. Interns will have the opportunity to learn about the composition, date of origin, and social context of historical images and photographs.

Organizing and describing a collection of 1000+ landscape architectural plans:

The intern will sort, arrange, index and describe the mid-century landscape plans of New Jersey landscape architect E. Furlong, under the supervision of the Archivist. The student will use standard practices and methods of organization and preservation of archival materials.

Students will have the opportunity to learn about preventive care, handling, and maintenance of cultural materials, as well as an opportunity to work with the library's conservator.

Morristown Blueprint Collection

The Archival Intern will assist the Archivist with the inventory, arrangement, and rehousing of architectural drawings that depict over a century of Morristown residences, businesses, and social life. This large collection represents a significant number of the town's historic structures dating from the late 19th century through the 20th century. Materials consist of blueprints, tracings, diazotypes, and other architectural reproductions.

During the semester, individuals will perform the following tasks:

- . Evaluate the physical condition and preservation needs of individual drawings
- . Assess and record detailed descriptions of each set of drawings in an inventory

- . Establish an arrangement plan for the drawings
- . Re-house the drawings in flat file cabinets
- . Develop a finding aid to the collection in keeping with standards established by the North Jersey History and Genealogy Center
- . Publicize the work of the internship through the department's social media presence

Interns will work with a team of librarians and archivists to preserve, organize and describe this collection for the use of scholars and genealogists. In doing so they will learn how to process and store architectural records with an emphasis on preservation and access.

The ideal candidate is pursuing a graduate degree in library science, archival management, or history and is able to take the internship for course credit; advanced undergraduate applicants are also encouraged to apply. Candidates should have knowledge of basic archival theory and practices and be familiar with the proper handling of archival material, as well as hold an interest in architectural history, 19th and 20th century American history, Morris County, and the preservation of archival material.

Car optional; library is within walking distance of the NJ Transit midtown direct train line.

Last updated: 1/30/2015

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: 1/10/2012

Morven Museum and Garden. Princeton.

<http://www.morven.org>

About Morven: Morven Museum & Garden was built in the 1750s by Richard Stockton, a signer of the Declaration of Independence, and became the official New Jersey Governor's residence in the mid-twentieth century. The mansion was designated as a national Historic Landmark in 1971 and today is administered by Historic Morven, Inc., a private, non-profit organization dedicated to the preservation and interpretation of the site. The museum boasts a collection of American fine and decorative arts, as well as, second floor galleries featuring changing exhibit space.

Position: Museum Intern, unpaid

Hours: 5-15 hours per week (flexible)

Internship Description/Qualifications: Morven seeks a bright, outgoing individual to assist with all aspects of museum operation. A qualified candidate will possess an ability to manage multiple assignments and priorities, along with a professional attitude and demeanor. The successful applicant will report to the Curator of Collections & Exhibitions and will assist with collections management, archival work, as well as, exhibit development and installation. Interns will also be trained as docents for museum tours. This internship will offer "shadowing" opportunities to familiarize the student with all levels of museum procedure including museum administration, programming, education, development and fundraising.

This internship has wide reaching appeal. Students of history, art history, architecture, political science, education, and museum studies, are all encouraged to apply. This will be a hands-on experience that will generate many skills needed for a variety of fields.

Cover letter, describing goals and interests, is required. Accessible by bus or train.

Last updated: 2/6/2013

Museum of Early Trades and Crafts. Madison.

<http://www.metc.org>

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

National Archives, Northeast Region. New York City.

<http://newyork.archives@nara.gov>

The National Archives at 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, non-current 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 National Archives at New York City 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 office is responsible more than 140,000 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.

Beginning and Advanced internships, involving arranging and describing archival collections, are available.

Located in New York City's Financial District, the office is accessible by public transportation to New York City. Subway station at the site. Last updated: 1/30/2014

National Guard Militia Museum of New Jersey. Sea Girt.

<http://www.nj.gov/military/museum/>

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

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

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

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

The oral history intern at the National Guard Militia Museum of New Jersey will work under the direction and supervision of Assistant Curator Carol Fowler, the museum's Oral History Director. The skills acquired are valuable to students seeking a career in public history, journalism and other fields in which interviewing, critical analysis and good writing skills are vital. The oral history intern will learn the following skills and will, by the end of the program, be able to conduct an oral history interview from the planning stage to finished product without assistance. Acquired expertise will include the following:

- Responding to an inquiry by assembling and mailing biographical and other information forms to a prospective interviewee and advising as to what materials, photos, documents, memorabilia, etc. the veteran should bring to the interview if he or she wishes.
- Scheduling the interview appointment with the veteran interviewee, posting the date on the museum calendar schedule, arranging the interview site and re-contacting the veteran by telephone or email to confirm the appointment.
- Using the returned biographical form as a starting point, researching the interviewee's unit history and time and geographical area of service, in order to be conversant with the subject and better able to frame questions and elicit information. Research involves using the internet and museum library, and, especially with internet sources, using standard historical methods of source evaluation.

- Preparing a list of relevant questions. Some questions are standard to all veteran interviews, but others are tailored to the individual. Should research reveal something potentially unique in the veteran's story, it will require unique questions.
- Preparing a file for each interviewee, to include initial application and biographical material as well as copies of material acquired during the research process. A copy of the veteran's DD214, or military separation paper, should also be included, as that document serves as a succinct verification source of service.
- Setting up the interview site and checking the status of technical equipment, including camera, available lighting, set background, availability of supplies including extra tapes, water or coffee, and making the interviewee and family members comfortable.
- Conducting and filming the interview, including framing the shot(s), inserting views of memorabilia, photos, documents and other material brought to the interview by the veteran. This process would include direction of questions, as well as acquiring nuanced experience-based skills like evaluating and allowing valuable digressions from the format, etc.
- Post interview activities, including copying the camera tape to DVD format for the Library of Congress and the interviewee, adding any relevant material presented to the interviewer to the veteran's file and labeling, filing and storing the museum copy DVD.
- Reviewing the video and preparing a written summary of 1,000-2,000 words. The summary will be published, with intern's name as summarizer, on the museum's website and will accompany the interview DVD copy forwarded to the Library of Congress. The summary will require additional research to insure a chronological approach and assure correct spelling of individual names, geographical locations, unit designations, etc. Any explanatory material not supplied by the veteran will be added in brackets []. Interns will be editorially assisted in this process by Assistant Curator Joseph Bilby, a historian and author or co-author of seven books on New Jersey and military history.

Instruction will be by gradual immersion. The intern will begin by watching several oral history videos of veterans from various branches of service and conflicts and discussing them with Ms. Fowler. He or she will then observe and assist Ms. Fowler in the oral history interview process, and begin to perform these functions in a step by step basis under her supervision. The final step, preparing the publishable summary, will be accomplished under the direct supervision of Mr. Bilby.

Public transportation available. Last updated: 1/25/2013

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.

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 at Society headquarters in Burlington County. Interns will develop familiarity with museum software, material culture and enhance his/her research skills. ***Not available in summer semester.*** Last updated: 1/28/2013

New Brunswick Free Public Library. New Brunswick.

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

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: 1/17/2014

New Jersey Digital Highway. Scholarly Communication Center, Alexander Library, Rutgers University Libraries. New Brunswick.

<http://njdigitalhighway.org>

The New Jersey Digital Highway (NJDH) is a statewide repository and collaborative portal that is supported by the Rutgers University Libraries (RUL). Initial development of NJDH was conducted in collaboration with 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, and supported by a grant from the Institute of Museum and Library Services (IMLS). NJDH's digital collection reflects the richness and diversity of New Jersey's historical and cultural heritage. Collections in NJDH are contributed by its collection partners - the libraries, museums, archives, historical societies and other organizations who share resources with users within the state and around the world. Its "Educator" portal enriches student understanding of our state through curriculum units about New Jersey history and its relationship to major themes in U. S. and Global History. NJDH staff train student interns in all aspects of digital project development and management, including: understanding and applying digital preservation standards and practices (see: <http://page2pixel.org/>); creation of descriptive metadata to enable resource discovery, and website content development. Internship may include close work with staff from the RUL's

Scholarly Communication Center and/or Central Technical Services (cataloging/metadata).

Note: Not available every semester. Last updated: 01/24/2013

New Jersey Historic Trust. Trenton.

<http://www.njht.org>

The New Jersey Historic Trust was created by law in 1967 to preserve New Jersey's historic resources across the state. The Mission of the Trust is to advance historic preservation in New Jersey for the benefit of future generations through education, stewardship and financial investment programs that save our heritage and strengthen our communities. Affiliated with the Department of Community Affairs, the Trust supports the preservation of historic properties throughout the state through competitive funding, outreach and technical programs.

Interns have the opportunity to help design their work experience, based on personal interests and career goals. Past interns have assisted with GIS mapping projects, archiving and cataloging work documents, communicating with grant recipients both from the office and in the field, assembling materials for educational workshops and conferences, researching heritage tourism themes and marketing materials, and designing and implementing programs to promote the Trust's programs through social media.

Successful candidates will demonstrate excellent communication skills, be self-motivated and goal oriented. Last updated: 1/29/2015

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 presents new research in New Jersey in a lively, interactive format. The *Marion Thompson Wright Lecture Series* (co-sponsored by Rutgers University) is the oldest state Black History conference, now in its 33rd 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 a

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 Grant [Staff](#) 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 and Historic Preservation Conference, held in June, and the Annual Conference, held in November)
- § assist Commission staff with special projects, including a board training initiative, and an effort to document diverse communities and their collections across the state.

Last updated: 1/29/2015

New Jersey Naval Museum. Hackensack.

<http://www.njnm.com/>

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

Car necessary. Last updated: 1/16/2008

New Jersey State Museum. Trenton

<http://www.newjerseystatemuseum.org>

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

The Cultural History bureau preserves and interprets objects that document the lives of people who have lived in New Jersey from the 17th century to the present. The collection includes

over 13,000 artifacts encompassing a wide range of subjects, ranging from ceramics produced by New Jersey potteries to flags carried into battle by New Jersey Civil War regiments. Textiles, trade tools, historic furniture, and an array of additional artifacts documenting craft, work, play, community, and family life in the state are also represented in the growing collection.

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

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

Research. Interns will conduct primary and secondary source research on a range of topics related to the history of New Jersey for museum publications, programs, and exhibitions. Interns may also assist with oral history interview research projects dealing with New Jersey history.

Exhibitions. Interns will assist museum staff with the many steps involved in creating museum exhibitions, including conceptualization, research, educational planning, installation, and audience evaluation.

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

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

The New Jersey State Museum is accessible by public transportation.

Last update: 1/8/2013

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

Internship projects vary, depending on the Museum’s activities. Past projects have included research for programs and exhibitions, archival and collections projects (inventory, accessioning, cataloging) and educational program development. Duties and schedules are flexible.

The New Jersey Vietnam Veterans’ Memorial Foundation (NJVVMF), located in

Holmdel, NJ, is a private, nonprofit organization whose mission is to “offer a meaningful and engaging experience that recognizes the sacrifices, courage and valor of Vietnam Veterans and that encourages and fosters a thorough understanding of the Vietnam Era, including the political, historical, social, cultural and military aspects which affected the United States, and especially New Jersey.”

Dedicated on September 27, 1998, the Vietnam Era Museum & Educational Center is the first museum in the country devoted to gaining an understanding of the Vietnam Era, the War in Southeast Asia and its lasting impact on American culture. Using New Jersey as a microcosm of what happened on a larger scale; it provides resources and exhibits to help visitors understand the significance of the Memorial, the reality of the conflict, and the social, political and cultural complexities of the war years and how they were experienced in New Jersey. Guided tours are led by trained Vietnam Veteran volunteers. It is the only museum of its kind and provides an atmosphere where appropriate materials and exhibits help visitors understand the significance of the Memorial, the reality of the conflict, and the social, political and cultural complexities of the Vietnam Era.

The Museum & Educational Center consists of a 5,000 square feet of exhibit area (circular in shape) and 4,000 square feet of support area dedicated to a resource center, classrooms and administrative space. The building was designed by Ralph Appelbaum Associates, Inc., New York, New York, and DMR Architects, Maywood, New Jersey.

We are committed to offering innovative and relevant programs and services, based in sound scholarship and relevant community needs. The collections, resources, programs and services offered provide important and unduplicated historical resources. Dedicated to encouraging an understanding of the Vietnam Era and its lasting impact on American culture at the local level, our programs and services include guided tours, lectures and public programs, ceremonies, educational programs and unique historical collections. Almost all of our programs and services involve collaborations with local individuals and organizations.

Car necessary. Last updated: 1/17/2014

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 help produce paper and computer finding aids and indexes to the material in the archives. We are currently looking at the archiving of born-digital documents, which would be an excellent opportunity for an intern who is interested in computers and archives. Located near downtown Newark and easily accessible by public transportation. Last updated: 2/5/2013

Ocean City Historical Museum. Ocean City.

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

The Ocean City Historical Museum shares the history of Ocean City, from its roots as a Methodist Camp Meeting to its growth into *America's Greatest Family Resort*. With artifacts ranging from Native American stone implements to digital photographs of Hurricane Sandy. The Museum seeks applicants to perform in the following capacities:

Fall / Spring Intern

- Support new exhibit development
- Assist in ongoing collections management projects, including storage improvements in main storage area.
- Perform data entry using Past Perfect
- Assist in development of www.ocnjhistory.com

Summer Intern

- Learn Ocean City history to provide context to visitors and researchers
- Provide guided tours to museum visitors
- Assist researchers with collections access
- Assist Executive Director with research projects

Last updated: 1/24/2014

Ocean County Historical Society. Toms River.

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

The Ocean County Historical Society (OCHS) offers internships in Collections Management, Historical Research and Genealogy, and Museum Education.

Collections Management

OCHS has a need for assistance with collections management in both the document archives and object collections. Responsibilities include: inventory, assessment, identification, coding, and creation of finding aids.

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

Historical Research and Genealogy

OCHS currently develops and constructs four special exhibits each year for display in the museum. In addition to activities such as the development of a story line, creation of identification labels for an item, and placement of the items for a display, interns may be assigned specific items to research for inclusion in a given exhibit.

OCHS is continuing its efforts to increase accessibility to local sources of information; for example, abstracting genealogical data from local newspapers, creating digital indices to existing materials, and digitizing selected collections. Interns with skills and interest in technology implementation will be able to assist in these efforts.

Museum Education

The Pierson-Sculthorp House is the primary museum of the OCHS. Enthusiastic interns can share the treasures and stories of Ocean County's history with visitors. This task requires love of history, an outgoing personality and a desire to continually learn. Museum docent interns guide daily and weekend visitors, including school and other youth groups, through the museum and share with them the history of the house and the greater community of Toms River and Ocean County.

Programs for school groups 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.

Extensive training is provided and docents are strongly encouraged to read and do research as much as possible.

Last updated: 3/11/2014

Office of Strategic Communications, Rutgers University. New Brunswick.
<http://ucm.rutgers.edu>

Research and Video Production Assistant Internship

Interested in working on historical research and video production related to projects for Rutgers' 250th anniversary? Our office produces the Rutgers TV spots shown during televised athletic events. We're working on several projects for Rutgers 250. In this internship, you would be:

- researching historical materials, including letters, photos, and videos, for photography and video projects related to Rutgers 250
- suggesting uses for the material in video, photography, and social media
- helping to arrange and coordinate video shoots for Rutgers 250 projects

The internship will be a way to get hands-on writing, research, and video production experience in a professional environment and to participate in the anniversary of Rutgers' founding in 1766. The position offers flexible hours for students able to work independently.

Requirements: Rutgers student with stellar writing skills and an interest in video production and Rutgers history. The ideal candidate will be a self-starter and excellent writer with video-editing experience, preferably with Final Cut Pro. Applications require a cover letter,

a writing sample (as an attachment or as a link, for material published online), and a resume (or a brief rundown of your background). If available, include links to video projects (brief projects and YouTube clips are acceptable); we're looking for signs of creativity and skill, rather than polished productions. Last updated: 01/15/2015

Ocean County Parks and Recreation Department

<http://www.oceancountyparks.org>

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

Cedar Bridge:

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

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

Cloverdale:

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

Wells Mills:

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

Pinelands Industries:

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

Last updated: 4/14/2008

Old Barracks Museum. Trenton.

<http://www.barracks.org>

The Old Barracks Museum is a National Historic Landmark, built in 1758 for the purpose of quartering British troops in the winter who were sent to America to fight in the French and Indian War. It also saw service during the Revolutionary War as a military hospital specifically to inoculate Washington's troops with smallpox.

Three different types of internships are offered to undergraduate and graduate students at the Old Barracks Museum.

Interpretive

Interpretive internships provide the opportunity for students to work with the public and the chance to teach history in a “hands-on” manner. Interns are outfitted in authentic 18th century reproduction clothing and are responsible for leading visitors through the museum offering information about its history and times as well as 18th century life. Interns will learn about French and Indian War and Revolutionary War history, as well as gain first-hand experience in the front-end operations for a museum. Interns must have an excellent command of the English language, be willing and able to speak in front of large groups, and feel comfortable wearing 18th century clothing. Hours are available Monday – Saturday, 9 AM – 5 PM. Supervisor Nikki Bell.

Curatorial

Interns who are interested in collection management work directly alongside the Curator. 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, cataloging 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. Hours are available Monday – Friday, 8 AM – 4 PM. Supervisor Rebecca Heiliczer.

Development

Students interested in the behind-the-scenes management of a museum can seek an internship in the Development department. Interns will work with the Development Assistant in event planning, membership management, social media, and promotions. Basic computer skills are necessary. Hours are available Monday – Friday, 8 AM – 4 PM. Contact Lauren Ronaghan.

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 department(s) they are interested in.

Last updated: 1/30/2015

Palisades Interstate Park, New Jersey Section. Alpine.

<http://www.njpalisades.org>

Interns work under the direct supervision of a staff museum technician/historical interpreter. They actively assist in some or all of the following areas: help conduct public educational programs, including our unique “history hikes”; assist with historical research, including trips to libraries and archives (transportation provided by Park); assist in ongoing archiving of Park documents and photographs (we are presently digitizing our property deeds and maps, which is an enormous project); help interpret the Kearney House, a c. 1760 riverfront structure that we interpret through living history programs based on the house’s documented role as a 19th-century homestead and tavern; and assist in the design and creation of publications, online, in print, and for interpretive signs and kiosks. The type of work performed is based in part on the time of year and on the intern’s own interests and abilities. Internship are based at our Park Headquarters in Alpine, NJ (limited public transportation by bus is available).

Last updated: 1/15/2015

Passaic County Historical Society – Lambert Castle Museum. Paterson.

<http://www.lambertcastle.org>

The Passaic County Historical Society is one of the oldest historical societies in New Jersey. It was founded in 1926, and is currently housed in Paterson at Lambert Castle, the historical home of silk manufacturer Catholina Lambert. The Museum currently includes Victorian period rooms, local history galleries, a changing exhibition gallery, and a historical research library, as well as a vast collection of historical material in storage. The Society is currently seeking curatorial interns to assist with various aspects of work with collections, including accessioning and cataloging of artifacts, and research for semi-permanent historical exhibitions. Specific details of internships are worked out according to students’ interests and needs. Applicants should send a resume and cover letter, stating their experience and interests. Internships are unpaid, and require a weekly, semester-long commitment. Last updated: 2/3/2011

Paterson Museum. Paterson.

<http://patersonmuseum.com/>

The following activities will be assigned depending upon the intern's background and availability.

- catalog and digitize archival collections including; projectile points, stone axes, celts, banner-stones, pestles, hammer-stones, agricultural implements, weapons, fishing implements, tomahawks, ceremonial stones, etc.

- develop a web-site which will include, exhibits, photographs, and other relevant information.
- participate in experimental archaeology projects representing the Early Archaic through the Late Woodland cultural periods of the Lenape-Delaware Indians of the New Jersey, eastern Pennsylvania, southern New York and western Connecticut regions.
- research and digitize primary and secondary sources related to the afore mentioned cultural periods.

Last updated: 2/4/2013

Plainfield Public Library, Local History, Genealogy, and Special Collections Department
<http://www.plainfieldlibrary.info>

The Library's Local History Collection, the largest in Union County, is composed of books, documents, photographs, blueprints, maps, newspapers, personal papers, and records from local organizations of significance in Plainfield and the surrounding communities. In addition to County and State histories, the library also holds unique collections by local authors and in the field of diversity studies.

Under the direction of the Head of Local History, the intern will work closely with the Library's renowned Charles H. Detwiller, Jr. Architectural Drawings Collection. The intern will assist with the review and inventory of the blueprints and line drawings, many of which date back to the late 1800s. They will also help with data validation of existing microfilm and digital files.

The internship program is designed to provide practical, hands-on experience to students pursuing an undergraduate-level degree or certificate in Public History, Library Sciences, American History, Museum Studies or a related field. Applicants must be able to 1) work well with others on a group task, 2) work independently on occasion, 3) carefully follow instructions, and 4) pay attention to detail. A basic familiarity with MS Excel is desirable. Last updated: 01/20/2015

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. Intern(s) would engage in the following activities:

1. Analysis of existing PNJ database information re: individuals' Legislative and Congressional

districts.

2. Research and transcription of legislative district information for inclusion in master database.
3. Plan and execute a random survey of database entries to acquire e-mail information.

Office accessible by public transportation; much of work can be accomplished off site.

Last updated: 2/1/2009

Puerto Rican Community Archives. NJ Hispanic Research & Information Center at the Newark Public Library.

<http://www.njhric.npl.org>

The Puerto Rican Community Archives at the NJHRIC is the first effort of its kind to build a collection of primary resources on the history and culture of New Jersey's Puerto Rican community. Its mission is to identify, collect, process, preserve, and make available for research, materials that will document the history and legacy of the Puerto Rican communities in New Jersey.

- **Job Description:** The NJHRIC @ The Newark Public Library wishes to host an intern to assist in the processing, description and digitization of archival collections as part of a pioneering Puerto Rican Community Archives Project in New Jersey.
- **Specific duties/ responsibilities:** Interns will be trained and work under the supervision of the Project Archivist. Responsibilities will include processing (removing fasteners, re-housing, and arranging); describing archival materials (taking measurements, making visual descriptions, and creating metadata); and digitizing (taking photographs and scanning) archival records.
- **Specific skills or experience required from candidate:**

Ideal interns will . . .

 - have excellent attention to detail and organizational skills
 - have good writing skills
 - have experience working with a camera and a scanner
 - have a working knowledge of Microsoft Office Suite
 - work well independently, with guidance from supervisor
 - experience working with archives and/or in libraries - a plus
 - a good working knowledge of the Spanish language – a plus
- **Expected intern's work hours:** flexible (during Library's operating hours, 9am – 5:30pm)

Last updated: 1/28/2015

Readington Museums. Stanton.

www.readingtonmuseums.org

The Readington Museums were established to promote an understanding and appreciation of Readington's history and culture through education, research, preservation, collection, and interpretation. The Museums are made up of four period buildings: the 1741 Bouman-Stickney Farmstead, the early 19th century Eversole-Hall House, the 1828 Cold Brook School, the pre-Revolutionary War Taylor's Mill. The Readington Museums offer an opportunity to learn what the day to day running of several small museums is all about. Work in several areas including (but not limited to):

1. Curatorial and archiving work, including Past Perfect
2. Research and grant writing
3. Tour guides in both third and first person, including hands-on crafting
4. Administrative work including publications such as newsletters
5. Research and production of exhibits
6. Site maintenance including gardening
7. Costume production and maintenance

Interns may be asked to work in period costumes. Opportunities to try out first person may be offered, if so desired, for many of our school programs.

While summer interns do not have the opportunity to work in first person, they are asked to help to research and mount our annual exhibit, work on costuming, grant writing, promote events and plan school programming for the following school year.

Interns should have the ability to climb winding steps without difficulty. The office and restrooms are located at the third floor of the Bouman-Stickney Farmstead. Visit us at our web site or on Facebook/Readington Museums. Last updated: 9/10/2010

Red Bank Public Library, New Jersey History Room.

<http://Redbanklibrary.org>

The Red Bank Public Library has started an oral history initiative. This project is meant to supplement or enhance the history collection in the New Jersey History Room which is made up of books, photographs, yearbooks, and memorabilia from residents and supporters of Red Bank History. We are looking for a Rutgers History student to work with a team of volunteers to help digitize photos, postcards and articles for use in the oral history videos and create a library or database of items from which a videographer might pull for added interest to an interview.

Conducting and videotaping interviews is another required task – an intern would be responsible for producing several five minute interviews of Red Bank residents (or former residents) and ensuring they are available for viewing by the public. The intern may choose the subject of the interview based on research you conduct or begin with our interview list which grows by the week. Using online and local resources, build a biographical history document for each oral history candidate which will become an entry in the **Library Memory Book**. Posting on the *Historic Red Bank* Facebook page is a task that hopefully the student intern will find not only rewarding but useful for gathering information.

Weekly progress meetings with a library staff member, and a journal of activities undertaken and goals achieved is required. A final presentation of semester accomplishments will be made to a select group of local history representatives. Some additional tasks may be required, for example, speaking to school groups on the subject of oral history or updating the Board of Trustees on your activities.

Last updated: 1/26/2015

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

<http://www.theredmill.org>

The Red Mill Museum Village, located in Clinton, New Jersey, on the banks of the South Branch of the Raritan River, focuses on the history of the Red Mill, the Mulligan Quarry, the Town of Clinton and Hunterdon County. Featuring changing exhibitions and programs, the Museum seeks interns to assist with the following:

Assist the Curator of Public Programming with the implementation of public programs. Work may include research, graphic design, developing hands-on activities, and interacting with visitors. In addition to working on programs, interns will have the opportunity to experience many aspects of the operation of the Museum, due to our small staff and active schedule. Interns can also explore beautiful downtown Clinton, which additionally features the dynamic Hunterdon Art Museum. Scheduling is flexible, including the possibility of working on Saturdays and/or Sundays.

For information about the Red Mill Museum Village, visit www.theredmill.org or find us on Facebook.

Car is necessary. Last updated: 1/28/2014. Confirmed 1/28/2015.

Rockingham State Historic Site. Kingston.

<http://rockingham.net/>

General Washington used this 18th-century house as his last *wartime* headquarters of the Revolutionary War. Interns may work on: 1) Creating lessons plans for the site that would be posted on the Rockingham web site as a resource for teachers. 2) General museum work, i.e. conducting tours, working with collections, special programs. 3) Program Development: intern

would research a subject such as courtship and marriage or 18th-century farming with the research to be used to develop a program or exhibit at the site. 4) Outreach: contacting teachers and taking Rockingham's *History-to-Go* to schools. 5) Research: Interns would research and develop a furnishing plan for the historic site. An interview and résumé are required. Car necessary. Last updated: 1/21/2014

Rocky Hill Community Group. Rocky Hill.

<http://sites.google.com/site/RHCG08553>

The RHCG is a non-profit, volunteer organization founded in 1965. The mission of the RHCG is to promote and foster the historical value of our community through preservation of the Amy Garrett House and Rocky Hill Archives, promotion of Rocky Hill as a National Historical District, and organization of educational and community activities.

The RHCG owns the historic Amy Garrett house where town archives are stored. Our collection of historical archives has, unfortunately, been moved and mismanaged due to a number of renovation and storage issues over the last 10-15 years. The collection is now in disarray and stored in an attic. We have recently restored a beautiful new archives display and research room where the materials will have a permanent home. The RHCG seeks an ambitious intern to help catalog, organize, and preserve a collection of town-related historical archives.

The collection includes substantial photographs, papers, books, memorabilia, textiles, and other items. We need assistance in the following:

- Properly catalog the contents of the archives
- Determine the best organization of the archives for future research and use
- Preserve the collection in appropriate storage materials
- Curate small exhibits of the historical archives in display cabinets

Rocky Hill is located just outside of Princeton, NJ and a quick 25 minute drive from New Brunswick, NJ down Route 27. Last updated: 2/15/2012

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: 1/28/2015

Rutgers University. Rutgers Oral History Archives. New Brunswick.

<http://oralhistory.rutgers.edu>

Working closely with the program 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 processes of previously transcribed oral histories. Other duties include answering correspondence, maintaining program files, web design and web based projects, contributing to a quarterly newsletter, event planning, and interaction with the Rutgers Living History Society, a group of alumni and community members who support the program. Past special projects have included web-based indexing projects, writing grant applications, organizing exhibitions, and producing a televised lecture. First preference will be given to students who have worked with the program in the past as students and/or volunteers. Last updated: 2/5/2013

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: 2/4/2013

The Stickley Museum at Craftsman Farms, Morris Plains

<http://www.stickleymuseum.org>

This National Historic Landmark is the centerpiece of Gustav Stickley's early 20th century country estate, known as Craftsman Farms. Formerly the Stickley family's home, the Log House was built in 1911 and is one of the most significant landmarks of the American Arts and Crafts movement. It has been restored to its 1911 appearance and is operated by the Craftsman Farms Foundation as a historic house museum. The Foundation's mission is to interpret, restore, and preserve Craftsman Farms and the artifacts and ideals associated with Gustav Stickley and the Arts and Crafts movement and to demonstrate the continuing relevance of Gustav Stickley and the Arts and Crafts movement.

Interns will work closely with the education manager on overseeing the museum's daily

education needs (drop-in tours, group tours, etc), assist in planning and preparation for upcoming programs for children, families, and adults. Intern will assist with all aspects of organizing, planning, and implementing education programs, which will include opportunities to experience the full scope of the museum's varied and busy educational offerings. Depending on museum needs, interns may work with the general public, assist with children's programs, perform administrative tasks, do research, develop visitor materials, and assist with planning for upcoming events. Interns are encouraged to discuss specific interests with the education manager, and where possible, the internship may be adapted to the intern's needs.

Car necessary. Availability on some Saturdays is a plus. Last updated: 1/31/2014

Stone Harbor Museum. Stone Harbor.

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

Mission – to acquire, preserve, display, celebrate and promote archives and artifacts items relevant to the development of our unique cultural heritage and to delight, inspire, and educate the present and future generations about the story of Stone Harbor, NJ.

Vision – to be an inviting informative and innovative community resource that is recognized and respected as the place for exploring and celebrating the rich cultural heritage of Stone Harbor, NJ.

Internship Job Description

- data input
- complete new data base information
- organize archive items
- coordinate priorities with museum President
- development of email blast list
- creative ideas for improved organizational systems

Qualifications

- positive attitude, self motivated and energetic
- good computer skills
- skill in excel and word
- ability to organize data
- attention to details and accuracy
- ability to learn and use PastPerfect software program
- ability to work independently with a strong work ethic
- strong interest in history

What you will learn

- how a historic museum operates

- how to inventory artifacts
- how to research historic information details
- how to catalogue and display historic items

We offer a great hands on work experience on real life organization challenges, working directly with the President and other Board members + flexible hours at our convenient location with free parking. You will learn how sophisticated software helps make an organization run efficiently. We will provide a strong letter of recommendation upon successful completion of your internship to help enhance your career resume. Last update: 01/22/2015

Thomas Edison National Historical Park. West Orange.

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

Run by the U.S. Department of the 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.

Internships are set up to work within both the curatorial and interpretation and education divisions to gain broad experience working in an historical environment. Working with curatorial staff, you work behind the scenes with the museum collections. You may assist curatorial staff at Glenmont and/or the Laboratory Complex with collections activities such as museum housekeeping, inventorying, photographing collections, cataloging objects, and creating temporary exhibits. Working with interpretive staff, you provide visitor services in a wide variety of roles. The interpretation and education staff works closely with the public providing information and assistance to Thomas Edison NHP visitors from all over the world. The interpreters share the stories of Thomas Edison, his family, the Laboratory Complex and his home, Glenmont. As the final project, the intern is expected to present an educational program to visitors based on their research and experience during the internship.

Though this internship is unpaid, it is a premier chance to build valuable skills and experience for a future in the National Park Service or the corporate world. Apply today to work in the birthplace of modern industry and entertainment.

The site can be reached either by car or by public transportation. Last update: 01/24/2014

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 thinkers and prolific innovators. The editors are bringing to light the daily record of Edison's extraordinary life and achievements through a series of richly interactive publications. Our multi-volume book edition is now focused on the 1888-1892 period; work on the online digital edition now spans the 1880s to the 1920s.

Interns may participate in a variety of ongoing projects that include: summarizing information from original historical documents, directed research (online and in Rutgers libraries), working on a virtual Edison online library, developing curriculum, helping with social media outreach, and collaborations between the Edison Papers and local Edison-related museums. Previous projects have included a bibliographic database of Edison's library; studying the physics of the incandescent lamp; surveying newspaper articles about Edison and his family, creating a database of employees at the Menlo Park Laboratory, and studying Edison Portland cement in various construction sites, including the original Yankee Stadium.

Last updated: 01/26/2015

The Township of West Milford Historic Preservation Commission.

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

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

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

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

Last updated: 5/20/2008

Ukrainian Historical and Educational Center of NJ. Somerset.

<http://www.UkrHEC.org>

<http://www.facebook.com/UkrHEC>

The 15,000 museum items, 50,000 library titles, and the nearly 200 archival collections acquired by the Ukrainian Historical and Educational Center since the 1960s tell the stories of Ukrainian history, of Ukrainian culture, and the stories of individual Ukrainians and Ukrainian-Americans. The Center's mission is to make sure that these stories are heard. The Center's archival holdings are one of the most significant groups of "hidden collections" of primary source material in the United States related to Ukraine and Ukrainian-Americans, including materials on Ukrainian religious history, personal papers of individuals both famous and not-so-famous, and a significant body of paper and audio records related to Ukrainian-language radio broadcasting in the United States and Western Europe.

Interns will have the opportunity to participate in designing a project that furthers the Center's mission and meshes with the student's interests, background, and language skills. Possible project ideas include (but are not limited to) fundamental archival tasks and techniques (rehousing, elementary preservation methods, etc.), digitization of materials of genealogical significance, researching pre-World War II Ukrainian-American communities in New Jersey, biographical research on the creators of still-unprocessed archival collections, generation of descriptive and preservation metadata for digitized audio, or the creation of internet/media content (e.g. production of short videos about collections or individual archival or museum items, creation of an online "calendar of events" based on a large ephemera collection from the 1950s and '60s, or creation of FAQ content for the Center's website).

Candidates should have the ability to do research, document their work, articulate their results verbally and in writing, and work independently. Knowledge of the Ukrainian language or the ability to read the Cyrillic alphabet is a plus, but is certainly not a requirement. Hours are flexible, and will be determined based on the schedules of the intern and the Center staff. The Center is located 5 miles from the Rutgers College Avenue Campus, and less than 2 miles from the NJ Transit Bound Brook train station. Limited "DASH" bus service to/from the New Brunswick and Bound Brook train stations is available during rush hours (<http://www.co.somerset.nj.us/scootdash.html>). The archival repository is not ADA accessible, but projects are flexible and could be developed to accommodate disabilities.

Last updated: 8/24/2015

Union Cemetery Association of Mays Landing.

<http://www.theunioncemetery.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: 03/17/2010

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 updated: 1/23/2014. Confirmed 1/26/2015.

Van Harlingen Historical Society

<http://www.vanharlingen.org>

Request for Library Intern with possible newsletter research. The Library is located in the main room of the old stone 1752 Dirck Gulick House, the Society's headquarters on Blawenburg-Belle Mead Rd, Belle Mead, NJ. The Library is in need of concerted assistance with its collection of books, files, research collections and unique historical documents. A number of discrete project opportunities exist: 1) Conduct an inventory of the library's holdings and catalog by type of history (local, regional, Dutch Architecture, etc). 2) Organize and prepare the collection of old photographs and other information for publish on the Society's website. Collaborate with the webmaster to attractively display information on the website. 3) Create a map of the location of historic houses and barns in the township. 4) (Important) Create an easy-to-use indexed guide of library holdings for use by visitors and researchers. 5) Conduct research for newsletter articles as needed, such as delving into 19th century *New York Times* articles.

This is a unique opportunity to dig into the long history of a Dutch farm community and to make a real difference. Last updated: 2/3/2011

Vineland Historical and Antiquarian Society. Vineland.

<http://www.vinelandhistory.org>

The Vineland Historical and Antiquarian Society, founded in 1864, is the oldest local historical society in New Jersey. To help us better organize/exhibit the collections, and collect

information on local history, interns are needed for the following projects:

Oral History Program: Interns would receive training from administrator/curator regarding the proper methods used during interview process. Interns would be provided with audiovisual equipment and make appointments with older local residents to document their memories and create a visual record for the Society's archives.

Architectural Survey: Working with the administrator/curator, interns would map the one-square mile that was the original town of Vineland and document the history of 19th century buildings still located within that area.

Administrative Assistant: Interns would handle a variety of administrative tasks, such as data entry in the Past Perfect program, where the museum's records are kept.

Curatorial Assistant: Interns would be trained by the administrator/curator to work on different projects, including the re-housing of archival material into acid-free containers.

Last updated: 01/28/2013

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. The supervisor accepts an intern about once every three years; an intern worked at the site in Summer 2010. Last updated: 11/29/2010.

Whitesbog Village and Cranberry Bog. Pemberton.

<http://www.whitesbog.org>

Whitesbog is an agricultural site and company town located on the northwestern edge of the Pine Barrens and Brendan Byrne State Forest. The White family, particularly J. J. White (1846-1924) and his daughter Elizabeth White (1871-1954) were instrumental in establishing the cranberry and blueberry industries that shaped this region in the late nineteenth and early twentieth centuries. The land was acquired by the Department of Environmental Protection in 1967 under the New Jersey Green Acres Land Acquisition Act of 1961 and became part of Brendan Byrne State Forest.

The Whitesbog Preservation Trust was formed to restore and preserve this significant piece of New Jersey History. As part of its mission the Trust seeks to provide a comprehensive program of public education. To achieve this aspect, the Trust has initiated a major undertaking to create an agricultural museum that will allow audiences of all ages to experience the origins and past innovations of cranberry and blueberry culture.

Key implementation steps have already been taken. In 2012-2013 the Trust petitioned for and received pertinent cranberry and blueberry artifacts from the New Jersey Agricultural Museum. In 2013-2014, Whitesbog received a grant from the New Jersey Historical Commission to assist with expenses associated with hiring a professional design consultant. In November 2014, Cherry Valley Associates delivered a final Schematic Design, having

established themes and identified space and artifact specifications. Focus is now being directed toward the implementation phase. Intern participation would be a productive, energizing and rewarding experience for every member on the team.

Objective of Intern Program

The Museum Committee is seeking the assistance of an intern whose primary functions would be

- To identify archival documents and photographs for use in specific exhibits;
- To research documentary materials to supplement Whitesbog's archival entries when necessary;
- To assist in maintaining Whitesbog's Collection Management Policies as artifacts are selected for inclusion in exhibits, using the Past Perfect Program as the recording vehicle;
- To participate in creating panel layouts and explanatory text.

Last updated: 1/23/2015

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: 2/23/2009