Rutgers University History Department

PUBLIC HISTORY INTERNSHIP PROGRAM

PROJECT DESCRIPTIONS

As of September 2014

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PUBLIC HISTORY INTERNSHIPS

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

Except where indicated, internships are available at these sites for the fall, spring, and first summer (May-July) sessions. Students may take the course once. (They may also take the General Internship course once.) Students who are interested in history internships must call (732) 308-3771 x5 to make an appointment with Gary D. Saretzky, the coordinator for the Public History Internship program, before registering for 506:451. Enrollment in 506:451 + 506:452 is limited to eighteen students per semester. Students 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. Enrollment in 506:451 + 506:452 is limited to eighteen students per semester. Students must have an interview with the coordinator before applying for an internship.

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

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

The following list includes agencies that have submitted detailed proposals for internships. In some cases, additional information on the host agency and more detailed project 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: 8/30/2012*
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

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

Avalon Free Public Library History Center. Avalon.
www.avalonhistorycenter.com

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

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

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


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

Last update: 1/5/2010

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

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

Car necessary to reach the facility. Last updated: 1/18/2013

**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. Note: Internship availability not confirmed due to staff cutback. Last update: 11/13/2012

**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 Sate Historic Landmark registers. It was owned by Elias Boudinot, President of the Continental Congress and
later by Jonathan Dayton, youngest signer of the U.S. Constitution. It is furnished with pieces ranging from the late 18th to mid-19th centuries. Two internships are available:

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

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

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

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

Camden Shipyard and Maritime Museum

http://www.camdenshipmuseum.org

The Camden Shipyard and Maritime Museum (CSMM) is located in the city’s Waterfront South neighborhood, about a quarter mile north of Gloucester City. Collections focus on local shipyards and their neighborhoods; Arctic exploration; commercial and recreational use of the Delaware River over time; and parish history when the property was the Church of Our Saviour. The museum consists of four buildings: church, chapel, parish hall, and rectory.

Qualities we are looking for in an intern include: the ability to use correct spelling and grammar, legible handwriting, reliability, and attention to detail. Since this is a new museum, there are opportunities for interns here that they may not find elsewhere. Intern projects may include:

1) Various data entry projects involving museum membership, cataloging museum objects, etc.
2) Design new museum brochure (a project for a student with graphic design ambitions);
3) Research various ship histories in response to public inquiries or for use in exhibitions;
4) Put together a "trunk show" of museum objects to be used in outreach programs for local historical societies, schools, etc.
5) Update museum's blog and Facebook information.
6) Assist in developing tour script to be used on site for both adult and youth groups.

Interns may work on Mondays and Wednesdays 11-4 and Fridays 9-12. A few projects can be done off site and the student will be credited for that work (example: updating the Facebook page).

The site is being renovated and is not handicapped accessible. Students must have the ability to navigate uneven surfaces, climb stairs, and lift about 30 lbs.

Public transportation by NJ Transit bus is available. Last updated: 02/18/2014

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

http://www.thejerseycape.net

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 and Genealogical Society. Cape May Court House.

http://www.cmcnmuseum.org

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

Project 1: Genealogical & Research Library

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

Project 2: Museum Collection
This project involves assisting the Director/Curator with cataloging the collection, curating the collection, conservation of artifacts and creating displays and signage for various exhibits. It will also involve learning the script and giving tours to visitors to the Museum, which is a historic house museum. This collection contains but is not limited to, Native American artifacts, early maritime artifacts, colonial period artifacts and 19th century artifacts.

Last updated: 1/8/2013


Student intern will help staff manage and promote the Center for World War II Studies and Conflict Resolution’s Ted J. Narozanick World War II Resource Center located in Brookdale Community College’s Bankier Library. As part of the staff, the intern will also work with committees planning and promoting the programs and services offered through the resource center such as its World War II Studies Series programs, its Video and Vets programs and its annual Conflict Resolution Forum. In addition, the intern will assist in the interviewing of World War II and Korean War veterans as part of the Center’s Veteran History Project. All interviews are videotaped and sent to the Library of Congress for its files. The intern will gain through the experience how to manage a public resource Center; help plan and promote public programs and services; and develop interviews for use in recording the memories and experiences of World War II and Korean War veterans, applicable to veterans of all wars. Last updated: 1/16/2013

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

Cranbury History Center.
http://www.cranburyhistory.org/hist_ctr

The Cranbury History Center is the research arm of the Cranbury Historical & Preservation Society. The Center has a growing collection of genealogical records, oral histories, photographic archives and a small library. An intern could help in these areas: 1) Catalog library collections; 2) Catalog museum acquisitions, photos and oral histories and other files to our Past Perfect Software for museum collections (we also need to have our collections photographed); 3) Research East Jersey Deeds from references we have and locate the sites in the Cranbury area; and 4) Research & map Brainerd cemetery. Last updated: 2/5/2014

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

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

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

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.njparksonline.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

**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](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

**Educational Testing Service. Princeton.**  
[http://www.ets.org](http://www.ets.org)

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

Car recommended. Last updated 1/8/2013

**Ellis Island Immigration Museum.**
http://www.nps.gov/elis

Opened on January 1, 1892, Ellis Island became the nation's premier federal immigration station. Between 1892 and 1954, approximately 12 million steerage and third class steamship passengers, who entered the United States through the port of New York, were legally and medically inspected at Ellis Island. Ellis Island was incorporated as part of the Statue of Liberty National Monument, National Park Service, on May 11, 1965. It was reopened on September 10, 1990 after a massive restoration. The Main Building on Ellis Island is now the Ellis Island Immigration Museum, dedicated to the history of immigration and the important role this island claimed during the mass migration of humanity in the late 19th and early 20th centuries.

All interns will be National Park volunteers. The park can be reached by boat (New York) or by car (New Jersey).

Interns are needed for a variety of projects:

1) Catalog and transcribe oral history interviews, update oral history database and assist researchers and staff at Oral History library;
2) Assist with rehousing, organizing, and cataloging manuscripts, government publications, photographs, and videotapes in the archives and library;
3) Assist Exhibit staff with exhibit-related research and documentation as well as the installation and de-installation of temporary exhibits as needed.
4) Assist the Park’s Public Affairs Officer with maintaining the park website and implementation of the new social media program.

*Note: availability in Summer 2014 not confirmed due to effects of Hurricane Sandy.*

Last updated 1/21/2014

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

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

http://www.friendsofandersonpark.org

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

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

Car suggested.  Last updated: 1/11/2011


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

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

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

The Museum is open to the public on Tuesday and Friday mornings at the present time. The Museum is also open for special events conducted by the State of New Jersey, the New Jersey National Guard, the 112th Field Artillery Association, Lawrence Township, Scouting and Veterans groups, and for special tours arranged through the New Jersey National Guard Militia Museum. In conjunction with the New Jersey National Guard Militia Museum, the Civil War Museum is planning to host school tours in 2007.
The SUVCW is a non-profit 501(C)(4) organization, comprised primarily of men who can trace their family lineage to a male ancestor who was an honorably discharged veteran of the Union Army during the American Civil War. The by-laws of the organization permit each camp to have a small percentage of its members to be those, while without having a Union Veteran ancestor, have exhibited a deep interest in the Civil War and its participants. The SUVCW is a nationwide organization chartered by the Congress of the United States as the lineal descendant of the Grand Army of the Republic (G.A.R.), an organization which was comprised of Union Army Veterans of the Civil War. It was designated to be the final repository of artifacts, documents and memorabilia by the G. A. R., New Jersey Department, as the Civil War veterans died and G.A.R. Posts closed.

The items in the Museum fall into three distinct categories: (1) Artifacts and documents of the Civil War, (2) Artifacts, documents and memorabilia donated by members of the G. A. R. Posts located in Trenton and their families, and (3) Artifacts, documents and memorabilia donated by members of the SUVCW Camps located in New Jersey and their families. The contents of the Museum formerly resided in the Perry Street, Trenton Fire Headquarters. In July of 1998, they were packed and moved to the National Guard Armory in Lawrenceville. Among the artifacts and memorabilia are: (1) Civil War era muskets, carbines, bullets, artillery shot and shells, canteens, belts, buckles, swords, bayonets, shoes, battlefield relics, uniform accouterments, prison camp relics, stirrups, cooking equipment, a National color of the Third New Jersey Militia regiment, (2) SUVCW uniform items membership medals and accouterments, (3) G.A.R. member photographs, monument photographs, G. A. R. and SUVCW group photographs, oil paintings, burial markers, G.A.R. hall furniture, (4) two mannequins with replica uniforms, (5) G.A.R., SUVCW and Allied Orders annual encampment and other special medals and ribbons,(6) G.A.R., SUVCW and Allied Orders encampment and anniversary souvenirs, (7) an SUVCW uniformed mannequin and (8) Indian War Carbines.

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

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

**Intern Projects:**

- Assist in preparing a school visitation program for grammar, middle and high school students.
• Completing the digital photographing of the collection.
• Preparation of a publicity brochure.
• Preparation of captions for displays.
• Preparation of exhibits.
  1. Rescuing New Jersey’s Civil War Battle Flags from a fire at the State House in 1885.
  2. Allied Orders Encampment Badges.
  3. Third New Jersey Militia Flag.
  4. Cemetery monuments
  5. Edged weapons
  6. Accouterments
  7. Ex Prisoners of War Organization
  8. First Brigade Veterans Organization
  9. Seventh New Jersey Veterans Organization
  11. Assembling Excel file of Veteran Graves for use by researchers.
• Assists in an investigation of Thomas Hamilton G. A. R. Post Number 56, Trenton, New Jersey.
  1. Naming of the Post.
  2. Location of the Post’s Documents.
• Preparation for a CAPES inventory.
• Scanning
  1. Photographs
  2. Documents
• Digitizing the documents for electronic searches

Last updated: 1/6/2012

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

**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.**


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/](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.


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

http://hopspsupt@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 position 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. Plainfield.**  
[http://drakehouseplainfieldnj.org](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 is said to have consulted with his officers during and after the Battle of the Short Hills, which was fought over the entire Plainfield area on June 25-27, 1777. The first floor kitchen, bedroom, and dining room are decorated in the style of 18\textsuperscript{th} 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 19\textsuperscript{th} 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 17\textsuperscript{th} 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 18\textsuperscript{th} and 19\textsuperscript{th} centuries.

The HSP has a number of internship possibilities available. They include: research, development, and installation of new exhibits; research and maintenance of the various collections; assistance with genealogical requests; interviewing residents for continuing oral history project; and assistance with tours for Plainfield school children and the general public. HSP interns are also encouraged to develop and curate history-related exhibits for display at the Drake House Museum. Interns must possess strong oral communication and writing skills. Bilingual (esp. Spanish-speaking) interns are strongly encouraged to apply. Resume and letter of interest required as application for the internship. The Drake House Museum is easily accessible by public transportation (train and bus) as well as by car. Last updated: 2/1/2013

**Historical Society of Princeton. Princeton.**  

The Historical Society of Princeton (HSP) is located at Bainbridge House and the Updike Farmstead. Bainbridge House, our downtown location in Princeton Borough, is a 1766 former residence. It currently houses a museum that interprets Princeton’s history through changing and permanent exhibitions; collections of photographs, manuscripts, maps, and other archival materials; and HSP staff offices. Bainbridge House is situated in the heart of downtown Princeton on Nassau Street (Route 27) within convenient walking distance of other cultural institutions, including the Princeton University Art Museum, Morven Museum and Garden and the Paul Robeson Center for the Arts.
The Updike Farmstead is our Princeton Township location at 354 Quaker Road – a six-acre property with a late 18th century farmhouse, large barn and several other outbuildings. The farmhouse was rehabilitated for exhibition and meeting space and staff offices. Beginning in February 2012, the site is open to the public twice a week on Wednesdays and Saturdays.

Interns have worked on a variety of important projects for the Historical Society of Princeton. Future interns will likely have a choice of two major tasks: 1. Assisting with research for upcoming temporary exhibitions. This may include gathering information from HSP’s collection of manuscripts, maps, photographs, newspapers and vertical files and also may involve some travel to area research centers, including the Princeton Public Library and the Princeton University Library; or 2. Assisting with collection cataloging projects. Since the purchase of the PastPerfect Museum Cataloging Software, HSP has created digital access to a portion of its photographic collection. If assigned to a cataloging project, interns will continue the cataloging and digitization process. Interns will work with original collection materials to enter individual cataloging records in the PastPerfect system.

Public transportation is available. Last updated: 1/10/2012

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

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

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

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

The Jewish Heritage Museum of Monmouth County. Freehold.
http://www.jhmomc.org/

The Jewish Heritage Museum of Monmouth County is dedicated to the promotion of public awareness of the County's Jewish heritage for the education and enjoyment of both children and adults. Its mission is to present exhibits, programs and publications that celebrate, preserve, explore and illustrate the rich and unique history of the Jewish residents of Monmouth County, New Jersey, and their contribution to the community. Located in an old barn (c1800) which was once part of the Levi Solomon 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

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
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

Long Branch Public Library. Local History Room.

http://www.longbranchlib.org

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. Elsalyn Palmisano will supervise the intern in the Local History Room. Elsalyn is an experienced library professional in
Elsalyn has extensive experience supervising interns, including several from local universities that worked in the Local History Room of Long Branch Public Library and also at other libraries where she worked. She would provide the intern with valuable mentoring during the time the person works here. Last updated: 01/25/2013

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

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.

**Mercer County Clerk’s Office. Trenton.**  

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

**Metlar/Peter Bodine House Museum. Piscataway.**  

The Metlar/Peter Bodine house, ca.1728, is the oldest of two remaining buildings from Raritan Landing, a once prosperous 18th century river port. This site, listed on both the state and national Registers of Historic Places, serves as Piscataway’s local history museum.

A variety of tasks can be performed by interns: (1) assist with public programming and exhibit development; (2) work with museum consultants on site interpretation; (3) help with publicity and with newsletter production; (4) conduct historical research; (5) assist with fundraising initiatives and gain knowledge of how to find and secure financial development opportunities.

Can be reached by bike from Rutgers campus. Last updated: 1/17/2014

**Miller-Cory House. Westfield.**  
[http://www.millercoryhouse.org](http://www.millercoryhouse.org)

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

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

Millstone Valley Preservation Coalition.

The Millstone Valley Preservation Coalition, a not for profit umbrella organization for historic and environmental preservation, has been in existence for more than twenty years and in the last ten years has been the promoter and sponsor for one of the two New Jersey's National Scenic Byways, a loop route through the dozen National Register historic sites and districts surrounding the D&R Canal Park. In our effort to preserve the historically important Millstone Valley we have partnered with NJDOT, NJDEP, three counties, four municipalities, two boroughs and one commission. We have been funded by two FHWA grants, the first to create a management plan for the Byway, the second to restore an historic building within the D&R Canal Park. Other than the two grants we have operated without cash depending only on the effort of our volunteers. We recently lost a third FHWA grant, because encumbered by levels of red tape we did not use the money in a timely way. If interns would like to gain experience dealing with the many levels of bureaucracy needed to move projects forward, if they are creative in finding solutions, are able to interview, are able to research grants and write applications, are able to organize meeting and are able to convince governing bodies in tight economic times that preservation of the past is essential for the future we would love their help. We are also looking for an intern to develop a website for us. Last updated: 1/28/2013

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) 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: 1/24/2013

Monmouth County Historical Association. Freehold.

Association: http://www.monmouthhistory.org

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

Interns can work in the Association's library on (1) processing small manuscript collections and preparing finding aids; (2) processing items in the photograph collection, the ephemera collection, or the vertical files collection; (3) preparing subject guides to the library and archival collections; (4) preparing short articles for submission to the library's various social media pages.

Car recommended. Resume and letter of interest required as application for the internship. Last updated: 1/24/2013

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

Last updated: 1/17/2014

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: 2/6/14

Morristown and Morris Township Library – North Jersey History & Genealogy Center. [http://www.jfpl.org](http://www.jfpl.org)

The Library is located in the center of Morristown, within walking distance of the train station (approx. 2 blocks).

An intern would work in the Library's North Jersey History Center, under the direction of the 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.

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


Multiple opportunities exist for a rewarding experience in the field of heritage preservation in one of this area's 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.**
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.archivies@nara.gov](http://newyork.archivies@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, noncurrent Federal records with historical, legal, or fiscal value. It is one of fourteen NARA facilities where the public has access to Federal archival records.

The 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.**

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 proper 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.nbflpl.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).

Last updated: 01/24/2013

New Jersey Historic Trust. Trenton.
http://www.njht.org

The New Jersey Historic Trust is affiliated with the Department of Community Affairs, State of New Jersey. The Historic Trust supports the preservation of historic properties throughout the state through competitive funding, outreach and technical programs.

The current projects for interns with the Historic Trust are as follows:

Sandy Recovery Grant Program – Assist staff in developing grant assistance program for property owners that sustained damage in October 2012 Superstorm. Responsibilities include but are not limited to developing marketing and communication materials, administering grant projects, public information, and easement creation.

Heritage Tourism – the intern will develop education and marketing materials to promote heritage tourism and market the Discover NJ History License Plate Fund for Heritage Tourism.

Successful candidates will demonstrate excellent communication skills, be self-motivated and goal oriented. Last updated: 2/11/14

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 Grants Director in administering the grants program

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

§ work closely with Commission staff on the planning and support of the Commission’s conferences (the “History and Historic Preservation Conference, held in June, and the Annual Conference, held in November)

§ assist Commission staff in preparations for the celebration of New Jersey’s 350th Anniversary in 2014; a variety of programs and educational initiatives are being planned for that year

Last updated: 2/5/2013

**New Jersey Naval Museum. Hackensack.**


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](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

Newark Archives Project. Dana Library, Rutgers University-Newark Campus.

http://nap.rutgers.edu

The Newark Archives Project (NAP) has created a comprehensive online database of information about primary materials (personal papers, organizational records, photographs, audio and film collections, posters, and printed ephemera) for all periods and all aspects of Newark (NJ) history, from Colonial times to the 21st Century, from African-American history and women's history to the Revolutionary War. As of January 2014, the NAP database at http://nap.rutgers.edu contained entries for over 1,800 collections, and it is constantly growing.

NAP's office is in Dana Library on the Rutgers University-Newark campus. But the two NAP project archivists travel widely and work closely with the staffs of the libraries and archives they visit to create detailed descriptions of Newark-related material, both catalogued and uncatalogued. We have worked in repositories in Newark, Essex County, and elsewhere in New Jersey, and will soon expand our survey work to New York City and beyond.

Intern’s work will include:
* Developing familiarity with the major events, individuals and themes of Newark history; with the elements of standardized archival description; and with the Project's database
* Examining online finding-aids, inventories, and indexes of Newark-related collections
* Writing preliminary descriptions based on these online guides, to add to the NAP database
* Editing and updating entries currently in the NAP database
* Accompanying the project archivists to survey archival collections, to identify Newark-related archival material

Ideal Candidates:
* Are well organized and extremely detail oriented, with appropriate writing and computer skills
* Are seriously interested in Newark or New Jersey history, and in gaining archival and research experience
Previous experience working on library, archival, or research projects is desirable, but not required.

Some of the intern's time will be spent at the NAP office in Dana Library at Rutgers-Newark, but the work may also include travel, with the Project archivists, to a number of archives, including several in New York City.

*Not available in summer semester 2014.* Last updated: 1/13/2014

**Newark Public Library. Charles F. Cummings New Jersey Information Center. Newark.**
http://www.npl.org/

The Center’s Reference Authors and Imprints (RAI) Collection of about 1,200 books were written by New Jersey authors or published in New Jersey, but not cataloged as being about a New Jersey subject. The collection was begun in 1929 with books already owned by the library. The intern would continue work begun in 2010 on a Microsoft Excel database intended to reveal the relevancy of these books to New Jersey studies by providing details about the authors, settings and subjects. An example of connections brought out by the database is that Episcopal, Congregational, and Presbyterian pastors in Newark all wrote books on religion in the 1830s.

A second intern could continue work on another Excel database, also begun in 2010, for the center’s New Jersey Fiction Collection, which is fiction set in New Jersey. This database provides a novel’s specific location and genre. For example, the 1958 work, *A Glass Rose*, which has no subject heading in the library’s catalog, is identified in the database as a mystery set in Anderson, NJ.

Public transportation available. Last updated: 2/4/2013

**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

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.(Seven Years War). It also saw service during the Revolutionary War as a military hospital specifically to inoculate Washington's troops with smallpox.

Programs emphasize the daily life of the American soldier at the hospital, the life of the French and Indian War officers who occupied the Officers’ House during the Seven Years War, and the Battles of Trenton.

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.

It also provides opportunity for students to work with the public and the chance to teach history in a very "hands on" way as an Historical Interpreter. Dressed in 18c. reproduction clothing, Interpreters lead visitors through the museum offering information about its history and times as well as 18th century life.

The specific nature of the internship and its requirements will be finalized in consultation with the intern’s site supervisor. Applicants need to send cover letter including current/permanent addresses and phone numbers, e-mail address, academic information (grade level, major/s, awards and honors), and previous internships and/or related experiences to the Curator. Last updated: 2/8/2013

Palisades Interstate Park, New Jersey Section. Alpine.
http://www.njpalisades.org

Created in 1900 by the states of New York and New Jersey, the Palisades Interstate Park is a National Historic Landmark. The NJ Section of the Park comprises 12 miles of Hudson River shoreline and cliff faces in Bergen County, from the George Washington Bridge to the New York state line, with over 30 miles of hiking trails, overlooks, picnic areas, boat basins, and historic sites.

We seek self-motivated public history interns who can actively assist in the design and creation of various publications, both online (web pages, email newsletters, etc.) and in print (brochures, interpretive signs, etc.), to help interpret the history of the Palisades and to expand our educational outreach. Prospective interns must be comfortable working with technology and preferably have some working knowledge of one or more of the main Adobe CS5 publication-design products (Dreamweaver, InDesign, or Illustrator). Internship will take place at our Park Headquarters in Alpine, NJ (limited public transportation by bus is available). Some commutation travel expenses, such as tolls or bus fare, may be reimbursed.

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, Special Collections.

http://www.plainfieldlibrary.info

This internship will focus on accepted methodology, standards, and practices of organization and preservation of archival materials. Under the direction of the Head Archivist, the intern will sort,
arrange, index and describe records of a special history collection: historical blueprints, photographs, club records or personal papers. In order to process, arrange, and describe a collection, according to archival standards, the intern will have to understand its historical context. The intern may prepare or assist in preparing a description of the collection and a list of contents. The end product of the internship will be an inventory or index to an image or textual collection that will serve as a finding aid to facilitate research.

Last updated: 1/28/2014

**Port Norris Historical Society.**

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

Last updated: 2/25/2008

**Preservation New Jersey. Trenton.**


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

Intern(s) would engage in the following activities:

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

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

Last updated: 2/1/2009

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

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 create a single comprehensive resource registering the history,
culture and contributions of this previously under documented community of 20th century immigrants.

- **Job Description:** The New Jersey Hispanic Research and Information Center / Newark Public Library wishes to hire an intern to assist in the processing of Latino heritage archival collections, as part of a pioneering Puerto Rican Community Archives Project in New Jersey.

- **Specific duties/ responsibilities:** Interns will be trained and will work under the supervision of the Project Archivist. Responsibilities will include processing, organizing & describing archival collections, and working in collaboration with the Project Archivist in the creation of finding aids. They will inventory and conduct basic preservation work, create descriptions, and collaborate in the initial processing of materials for the Puerto Rican Community Archives. Depending on skills and experience, interns may also work on the NJHRIC website project.

- **Specific skills or experience required from candidate:**
  - Ideal candidates will . . .
    - Have a background in Latino/Hispanic studies and good working knowledge of the Spanish language
    - Have excellent attention to detail and organizational skills
    - Have good writing skills and be comfortable with Windows-based operating systems
    - Work well independently, with guidance from supervisor
    - Experience working with archives and/or in libraries a plus

Last updated: 1/27/2014

**Readington Museums. Stanton.**

[www.readingtonmuseums.org](http://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 grand 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 website or on Facebook/Readington Museums. Last updated: 9/10/2010

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

Ridgewood Public Library. Ridgewood.
http://www.ridgewoodlibrary.org/localhistory
The Bolger Heritage Center attracts both in-house and online use and has resources for genealogists, local historians, and students. Internship projects: 1. Organizing and cataloging or creating finding aids for unprocessed collections, such as papers of a local community activist from the 1970s (also an opportunity to take an oral history) or a scrapbook of Ridgewood school and social items from the late 1920's. 2. Digitizing unidentified photographs of Ridgewood homes and putting them online for residents to view and comment. 3. Organize and re-house maps or newspapers. The successful intern will be able to work independently at times and be interested in the multiple archival and patron needs of our department. For more information, see our website. Last updated: 01/31/2013

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 Center for Historical Analysis. New Brunswick.**

[http://rcha.rutgers.edu](http://rcha.rutgers.edu)

The Rutgers Center for Historical Analysis (RCHA) is a research center dedicated to promoting and disseminating new and innovative research projects in History and related fields. It is affiliated with the History Department at Rutgers-New Brunswick but maintains its own staff, office space, and meeting rooms at 88 College Avenue. The Center’s work revolves around particular projects or themes that operate for a period of one or two years. The project theme for 2010-2012 is “Narratives of Power” which seeks to explore how people or groups move from positions of political marginality to positions of political power and the explanations they provide to explain their success. Project themes are developed through weekly research presentations conducted by graduate students, faculty, and visiting scholars on Tuesdays from 11-1. Internships are available only in the fall and spring semesters. They are supervised by the Undergraduate Vice-Chair in the History Department and involve collaboration with one of the faculty fellows participating in the project. The work involves three main components:

1.) participation in the weekly Tuesday seminars (typically requiring that the intern read a pre-circulated paper);

2.) interaction with the Center’s staff and project directors to explore their views on the strengths and weaknesses of the current project (typically by interviewing project directors at the beginning and end of each semester);

3.) composition of an in-depth appraisal (15-20 pages) of the Center’s work over the course of the semester, incorporating the intern’s views and observations about the presentations and interviews. Interns are also encouraged to offer comments about how the kind of research facilitated by the RCHA is related to undergraduate education and the dissemination of knowledge about History in general.

Last updated: 6/14/2010


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

Last updated: 1/8/2009

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

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

**Vanishing New Jersey**

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

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

Recording and transcribing equipment and related software was purchased in 2009, with advice from the WWII oral history project historians, Medical History Society of New Jersey members and from Howard Green, former research director of the New Jersey Historical Commission and founder of Public History Partners. Last updated: 1/17/2014
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

**Thomas Edison National Historical Park. West Orange.**  
[http://www.nps.gov/edis](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](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 1885-1890 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: 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: 01/31/2014

The Township of West Milford Historic Preservation Commission.
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

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

Car required. Last updated: 1/25/2013

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

Union County College Archives. Cranford.
http://www.ucc.edu/default.htm

Union County College is undertaking the establishment of a college archives as part of its 75th Anniversary commemoration. We seek an intern who will assist in the initial processing and inventorying of archival materials. Additional research assistance work possible for

#1 Transcribing of oral history interviews for a variety of topics relating to various subjects in African American History. Developing a topic index for these interviews.

#2 Digitizing and inventorying extensive video interviews conducted for documentary on the history of African Americans in baseball.

#3 Research assistance for a biography of a rector of a major church in Harlem that is as well a study of that community across the course of the 20th century.

#4 Research assistance for a project on the history of Hinchliffe Stadium in Paterson, NJ as part of an effort to secure National Registry status for that stadium

#5 Research assistance for a biography of the 20th century Black journalist Alvin E. White.
#6 Research assistance for a book on the teaching of African American History and Western Civilization.

Bus transportation available. Last updated: 1/11/2011

**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

**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.

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.

In 1984, 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 preserve and manage Whitesbog’s archives and relevant artifacts moving toward a comprehensive program of public education, digital access and research availability. To achieve this aspect of its mission, in 2011 the Trust purchased PastPerfect V. 5.0 and began the process of formally cataloging Whitesbog’s archival collection. For the next five years (2011-2016) the Trust is planning special initiatives to mark the centennial of Elizabeth White’s work in developing the cultivated blueberry. Cataloging all related material is crucial for ease of research.

The Archive Committee is seeking the assistance of an intern whose primary functions would be 1) to assist in accessioning and organizing collections as well as preparing cataloging data for individual artifacts; 2) additional research may be required to expand the scope of information beyond rudimentary description; 3) to photograph objects for catalog records; and 4)
to assist in preparing materials for centennial programs. Last updated: May 5, 2011

**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