

**Rutgers University  
New Brunswick  
Department of History**

**Public History Internship**

**Site Partners**

*Updated May 2021*

The historic sites and agencies listed here represent some of the most interesting and valuable public history institutions in the state of New Jersey and its surrounding region. Internships at these sites allow you to put your history major to work and assist working historians in action. They allow you to try out a career and learn about the variety of ways you can use your degree, by gaining real-world experience working in museums, archives, libraries, historic sites, and other public and non-profit agencies. Along the way, you learn practical and transferrable skills to carry with you into the job market in almost any field.

The Public History Internship fulfills the capstone requirement for the History major, and counts toward the Certificate in Public History. Students who are interested in completing a public history internship should contact Dr. Kristin O’Brassill-Kulfan, coordinator of the Public History Program, to discuss options, placement, and the registration process. Students must meet with the coordinator in order to start the placement process.

Learn more about our program here: <https://history.rutgers.edu/academics/public-history> or contact [publichistory@history.rutgers.edu](mailto:publichistory@history.rutgers.edu).

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## Types of Internships

- – Collections (Archival & Objects)
- - Research Based
- - Public Programming
- - Curatorial
- - Costumed Interpretation
- - Oral History

### **Alice Paul Institute (API)/Paulsdale** ●●●

Semesters Available: Fall, Spring Summer

Location: Mt. Laurel, NJ

Website: <https://www.alicepaul.org>

Last updated: February 2020

Overview: The Alice Paul Institute (API) is a non-profit organization housed at the historic home of suffragist and equal rights activist Alice Stokes Paul (1885-1977) Paulsdale in Mount Laurel, New Jersey.

### Internship Opportunity

Museum and Research Intern:

A part of the Alice Paul Institute strategic plan is to center Paulsdale, Alice Paul's historic home, as a vital symbol in women's history. As a museum and research intern, you would be trained on Alice Paul's story to give tours of Paulsdale. In addition, interns would have the opportunity for a hands-on experience with the archives held in the Barbara Haney Irvine Library.

Interns will serve as a museum assistant during a portion of our open hours, Tuesday-Friday; 12:00-4:00pm. When not serving as a museum assistant, provide support on projects like: scanning photos and articles from the Barbara Haney Irvine Library, use the archives for online posts; organize women's history library, articles, photographs and other sources; work on special events and the New Jersey Women's Heritage Trail; create history projects that highlight Alice Paul's place in women's history; curated content for a rotating display of artifacts from the Barbara Haney Irvine Library; and develop alternative tours.

### **The Historic Village at Allaire** ●●●

Semesters: Fall, Spring, Summer

Location: Farmingdale, NJ

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

Last updated: April 2018

Overview: Allaire Village was once an iron-producing, factory-town known as the Howell Iron Works, Co. The Village was a self-sufficient community containing a carpentry and pattern making shop, a blacksmith shop, a bakery, a boarding house, a blast furnace, mills to finish iron products, a school, a church, a general store with a post office, and workers' home. Iron produced at the village was shipped to New York City by wagon and steamship. It was used to produce steam engines parts in a factory also owned by our proprietor, James P. Allaire. The Howell Iron Works, as a community, speaks to the experiences of the economic and social

changes of those who experienced early Industrial America. Today the Historic Village at Allaire is an interactive museum where visitors can experience history directly through hands-on activities. Currently, we are looking for interns that will help build up and maintain the village through a wide variety of internship programs.

Internship Opportunities: Help assist with developing a framework for seasonal events to ensure financial viability of the business, as well as measurements for success (or challenges encountered). Help perform financial analysis and develop financial projections. Collections and Archives: The intern in this program would be working in our library and collections to help maintain, restore, and catalog all of the museum's artifacts. This includes cleaning out our historic buildings, using the program Past Perfect to identify and record all donated artifacts, and conduct historical research. Intern will have the opportunity to handle and preserve historic artifacts from the 19th century. Historical Research: Work with the Museum's Director of Historical Interpretation and Programming to enhance the history of current historical sites/buildings. Using our library and collections this intern would work on the development of new historical areas to be interpreted in the village, with emphasis on creating engaging interactive activities for visitors. This program offers the intern a chance to gain exposure to research methods, presentation, public speaking, visitor engagement, and the development of history on the local and national scale.

**American Labor Museum. Botto House National Landmark ●●**

Semesters: Fall and Spring

Location: Haledon, NJ

Website: <https://labormuseum.net>

Last updated: May 2021

Overview: The museum is located in a 12-room Victorian house which served as a meeting place for over 20,000 silk mill workers during the 1913 Paterson Textile Strike. The Museum's mission is to advance public understanding of the history of work, workers and the labor movement throughout the world, with special attention to the ethnicity and immigrant experience of of American workers.

Internship Opportunities: Internship projects are tailored to meet the interest of the prospective intern and can include collection research, developing guided tours and other historical interpretation programs, assisting in the development of exhibits, and assisting in developing and managing the Museum's educational programs for children (Saturday Labor Art Classes, Field Trip programs, and Videoconferencing/Distance Learning Classes). Car suggested to reach the Museum, although public transportation is available. Remote/hybrid work possible.

**Barrymore Film Center ●●**

Semesters: Spring, Summer

Location: Fort Lee, NJ

Website: [www.barrymorefilmcenter.org](http://www.barrymorefilmcenter.org)

Last updated: February 2020.

Overview: The Barrymore Film Center will be a 260-seat cinema and attached 2,500 square foot museum with a second floor gallery and education space. We will have a full archive space on the second floor as well. Here we will showcase the history of film not only in Fort Lee, the first American film town and birthplace of the American film industry, but from around the nation and world.

Internship Opportunities: Assist in the inventory and transfer of the Fort Lee Film Commission archive from its present location in the Fort Lee Museum at 1589 Parker Avenue to the second floor of the Barrymore Film Center. Assist our archivist with the creation of a new database to catalogue our collection and make it readily accessible to researchers and students as well as the general public. Assist in the operation of our 2,500 square foot museum which will display items from our collection as well as collections on loan from across the country. Our collection documents the history of the first American film town, Fort Lee, NJ, and where the first woman director and studio owner, Alice Guy-Balché, produced, wrote and directed hundreds of films.

**Battleship New Jersey Museum and Memorial ●**

Semesters: Spring, Summer, Fall

Location: Camden, NJ

Website: <https://www.battleshipnewjersey.org>

Last updated: February 2020.

Overview: The mission of the Battleship New Jersey Museum and Memorial is to restore, preserve, and exhibit the continuing history of the USS New Jersey and those who worked and served on her so their service will continue to educate and inspire future generations

Internship Opportunities: Internship opportunities are available in oral history, museum collections, and education. Accessible via Light Rail from Trenton to Camden waterfront.

**Bergen County Division of Cultural and Historic Affairs ●●**

Semesters: Fall, Spring, Summer

Location: Hackensack, NJ

Website: <https://www.co.bergen.nj.us/cultural-historic-affairs/about-cultural>

Last updated: February 2020

Overview: The Division of Cultural and Historic Affairs (DCHA) serves Bergen County as one of New Jersey's 20 county cultural agencies by supporting the arts, history, and historic preservation. The DCHA encourages public participation in Bergen County heritage through the celebration of historic events associated with the nine County-owned historic sites and history, having as a prime objective to promote heritage tourism and present educational programs at these sites. The DCHA is charged with the ongoing endeavor of preserving and maintaining the County-owned sites, a mission that is carried out by the DCHA staff with the advice of the Bergen County Historic Preservation Advisory Board. Serving as a resource center for county historical and preservation research, the

DCHA staff and consultants provide historical information to the public, update the County Historic Sites Survey for 70 towns, provide history and preservation grant funding and technical assistance for county societies, organizations and towns, and curate the Bergen County Archives. The Historic Preservation Awards are an annual highlight, providing commendations for historic preservation projects, leadership, and education.

Internship Opportunities: Internship projects might include researching historic contexts for municipalities; assisting in studies on postwar housing; researching new deal projects; writing and compiling annotated bibliographies; researching county organizations such as alms houses, farms and orphanages; and curriculum development for county-owned historic sites. We also welcome independent study proposals and student driven projects. For students interested in historic preservation there is the opportunity to assist with the updating of the historic sites survey.

**Camden County Historical Society** ●●●●

Semesters: Fall, Spring, Summer

Location: Camden, NJ

Website: [www.cchsnj.org](http://www.cchsnj.org)

Last updated: March 2020

Overview: The Camden County Historical Society is a historic site that includes a historical research library, two-story museum space, and an 18th century historic house. We also organize the Camden County History Alliance, and coordinate with non-historic local organizations to develop programming. This means there are plenty of projects that can provide prospective interns with professional development in the public history sector.

Internship Opportunities:

- Collection Cataloging: Help us describe, inventory, and arrange parts of our object collection.
- Preservation Assistance: Survey parts of our collection and assist us in the preservation of our materials.
- Exhibit and Education Research Assistants: Help us develop, research, and write content for upcoming exhibits and educational programs.
- Archival Internships: Create finding aids for collections that will guide future researchers through our collections.
- Textile Collection Internship: Identify, organize, and preserve parts of our historical garment, textile, and fabric collections that date back to the early 19th century.

**Cape May County Division of Culture & Heritage** ●●

Semesters: Spring, Fall, Summer

Location: Cape May, NJ

Website: [www.cmcculture.net](http://www.cmcculture.net)

Last updated: February 2020

Overview: The mission of the Cape May County Division of Culture & Heritage is to work in partnership with Cape May County cultural and heritage organizations to educate, encourage and inspire public participation in the cultural heritage of Cape May County. Our vision is to be the primary leader and catalyst in promoting public interest and participation in history, the arts and cultural traditions of the community and to support the development of those county organizations and events which do the same.

Internship Opportunities: There are several opportunities to for internships. Interns could assist in the research layout and design for a “History of Cape May County” brochure. This project would immerse the intern in our culture, provide an opportunity to work with other county and nonprofit groups, and have a tangible document to add to their portfolio. Interns could also help bring our county culture and heritage website to life with more visual components and information. Interns could also assist with our Re-Grant program which provides funding for local arts and history organizations.

**Charles F. Cummings New Jersey Information Center, Newark Public Library ●**

Semesters: Spring, Fall

Location: Newark, NJ

Website: <https://npl.org/collections-services/charles-f-cummings-new-jersey-information-center/>

Last updated: February 2020

Overview: The Charles F. Cummings New Jersey Information Center (New Jersey Room) is a research-level collection of materials relating to New Jersey, Essex County and Newark. It includes both historical and current information in these formats: books, newspapers, documents, pictures and archives.

Internship Opportunities: Interns will catalog photos, weed collections, compose metadata for digitization projects, and/or process archival collections.

**coLAB Arts ●●**

Semesters: Spring, Fall, Summer

Location: New Brunswick, NJ

Website: [www.colab-arts.org](http://www.colab-arts.org)

Last updated: February 2020

Overview: coLAB Arts, in its mission to engage artists, social advocates, and communities to create transformative new work, is looking to hire a team of interns to support the story capture, transcription, transcript editing (for public use), and archive indexing work of its new oral history and journalism initiative. coLAB Arts creates visual and performance work across discipline, and in response to a range of social issues that impact the greater New Brunswick region. Through this work, coLAB Arts is consistently collecting new oral histories and journalist interviews that the organization is now seeking to activate beyond the initial Creative Engagement impact, and to be made available as anecdotal evidence to support researchers and policy makers

Internship Opportunities: Participating in oral history projects, assisting with digital archive management and curation. Remote/hybrid work available.

**Cornelius Low House Museum, Division of Historic Sites and History Services, Middlesex County Office of Culture & Heritage ●●●**

Semesters: Spring, Fall, Summer

Location: Piscataway, NJ

Website: <https://middlesexcounty.maps.arcgis.com/apps/Cascade/index.html?appid=3f991dd34fd3468d84d05202e5bd4af1>

Last updated: January 2020

Overview: County-run, nonprofit museum devoted to displaying 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; Icons of American Culture: History of New Jersey Diners 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.

Internship Opportunities: Tasks may include object cataloging utilizing Past Perfect museum software, 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. Basic knowledge of Microsoft Office programs helpful.

**Cumberland County Historical Society ●●●**

Semesters: Spring, Fall, Summer

Location: Greenwich, NJ

Website: [www.cchistsoc.org](http://www.cchistsoc.org)

Last updated: March 2020

Overview: 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.

Internship Opportunities: Opportunities consist of cataloging and organizing digitized collections, processing and creating collections, researching and curating exhibits, and researching and writing articles for the CCHS newsletter.

**Delaware Water Gap National Recreation Area ●●●**

Semesters: Spring, Summer, Fall

Location: Bushkill, PA

Website: [www.nps.gov/dewa](http://www.nps.gov/dewa)

Last updated: February 2020.

Overview: The Delaware Water Gap National Recreation Area is a 70,000-acre National Park Service site located in New Jersey and Pennsylvania and includes the Middle Delaware National Scenic and Recreational River and a section of the Appalachian National Scenic Trail, as well as a significant concentration of cultural resources spanning over 11,000 years of human habitation

Internship Opportunities: Depending on the season and park needs, internship projects may include developing an educational or interpretive program related to the history of the area; developing interpretive media materials about historic sites or resources; assisting at park visitor center; assisting with programs and events at Millbrook Village, the park's historic interpretive site; and/or assisting cultural resources staff with curatorial work and cataloging artifacts

**Double Trouble Village State Historic Site ●●●**

Semesters: Spring, Summer, Fall

Location: Bayville, NJ

Website: [www.njparksandforests.org](http://www.njparksandforests.org) and [www.fb.com/DoubleTroubleStatePark](https://www.facebook.com/DoubleTroubleStatePark)

Last updated: February 2020.

Overview: Double Trouble Village was typical of company towns built in the Pine Barrens and serves as a window into cedar and cranberry industries. The state historic site is located in Double Trouble State Park, just off Garden State Parkway exit 77. The 205-acre historic district includes the abandoned village, inactive cranberry bogs, a cedar restoration project, and several miles of interpretive and hiking trails.

Internship Opportunity: The Intern 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: accessioning, building documentation, developing a furnishing plan, correlating lesson plans with core curriculum standards, designing interpretive trail text, and thesis papers. These projects could include primary and secondary research at the village, county library and historical societies. Intern will become familiar with policies and procedures that govern the historic site, as well as approved planning documents. Intern should have research and organizing experience and is responsible for their own transportation.

**East Jersey Old Town Village, Division of Historic Sites and History Services, Middlesex County Office of Culture & Heritage ●●●**

Semesters: Spring, Fall, Summer

Location: Piscataway, NJ

Website: <https://middlesexcounty.maps.arcgis.com/apps/Cascade/index.html?appid=3f991dd34fd3468d84d05202e5bd4af1>

Last updated: January 2020

Overview: 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 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. Permanent exhibits include Colonial Tavern Life, 19th Century Education and Rediscovering Raritan Landing.

Internship Opportunities: Intern tasks include research, helping to mount exhibits, assisting with tours and public events, outreach programs and developing educational programming. Interns may also help in ongoing cataloging projects documenting the Village collection, photographing objects and inputting data using Past Perfect museum software.

**Edwin B. Forsythe National Wildlife Refuge ●**

Semesters: Summer

Location: Oceanville, NJ

Website: [https://www.fws.gov/refuge/edwin\\_b\\_forsythe/](https://www.fws.gov/refuge/edwin_b_forsythe/)

Last updated: February 2020

Overview: The Edwin B. Forsythe National Wildlife Refuge protects more than 47,000 acres of southern New Jersey coastal habitats which is actively managed for migratory birds. The refuge's location in one of the Atlantic Flyway's most active flight paths makes it an important link in seasonal bird migration. Its value for the protection of water birds and their habitat continues to increase as people develop the New Jersey shore for our own use.

Internship Opportunities: Local history research on the Refuge.

**Ellis Island Immigration Museum ●●**

Semesters: Fall, Spring, Summer

Location: Liberty Island, NJ

Website: <http://www.nps.gov/elis/index.htm>

Last updated: June 2017

Overview: The Ellis Island Immigration Museum is part of the Statue of Liberty National Monument and Ellis Island, one of the most prominent parks in the National Park Service (NPS), a federal agency of the United States Department of the Interior.

Internship Opportunities: Internships for students interested in American history related projects are available in the Reference Services and the Exhibits and Media Sections of the Museum Services Division. Students signed up for an internship select two of the following five projects for the period they attend:

- 1) Oral history review and transcription.
- 2) Archival description and processing: Ellis Island Restoration archives.
- 3) Archival Description and processing: Oral History Interviewee archives.
- 4) Archival reorganization and processing: Exhibits and Media Archives.
- 5) Exhibits photo digitization and caption verification in the Exhibits photo database.

**Greater Cape May Historical Society – Colonial House ●**

Semesters: Summer

Location: Cape May, NJ

Website: <http://www.colonialhouse.org>

Last updated: February 2020

Overview: The Colonial House or Memucan Hughes House was originally a tavern and the family home of Revolutionary War patriot Memucan Hughes. The house is an unsung survivor from Cape Island's very beginning and thought to be one of the oldest surviving houses on Cape Island. The Colonial House is also the headquarters of the Greater Cape May Historical Society

Internship Opportunities: Internship projects include working with administrators on an IT Portal Project uploading scanned artifacts. Intern may be able to work remotely.

**Historic Cold Spring Village ●●●**

Semesters: Spring, Summer, Fall

Location: Cape May, NJ

Website: <https://hcsv.org>

Last updated: February 2020

Overview: Historic Cold Spring Village is a 30-acre early American non-profit living history museum located at the Jersey Shore in Cape May, NJ.

Internship Opportunities: Historic Cold Spring Village has a wide variety of internship and work experience opportunities available. We offer year-round projects including curatorial and archiving assistance, public history management, and education development (school curriculum and interpretive work).

**Historical Society of Ocean Grove ●●**

Semesters: Summer

Location: Ocean Grove, NJ

Website: <https://oceangrovehistory.org>

Last updated: February 2020

Overview: Since its founding in 1969, the Historical Society of Ocean Grove has pledged itself to preserve, document, and encourage community interest in the history of Ocean Grove. The purpose of this nonprofit Society is to sustain the heritage and honor of being designated a National Historic District. Ocean Grove was entered as a historic district in the National Register of Historic Places District (1976) and the New Jersey State Register of Historic Places District (1975). It is designated in the New Jersey Coastal Heritage Trail, the New Jersey Women's Heritage Trail, the Monmouth County Historical Trail, and the Methodist Heritage Trail.

Internship Opportunities:

Internship 1: Assist in the research and development of a project which will document ownership of over one thousand lots in Ocean Grove from 1870 to 1900. A narrative will highlight those who lived in Ocean Grove during its formative years. With this internship, the student get experience in working with primary sources from the late-nineteenth century including federal and state census records, newspaper articles, Civil War archives, and genealogical records. They will be asked to locate and document the primary source materials to summarize the findings in a manner that will be accessible to the general public. The intern is expected to work independently during the summer months. Although this is a primarily work that can be accomplished in a virtual setting, some meetings in Ocean Grove are expected.

Internship 2: This internship Will assist any ongoing or reorganization of the society archives. The intern will assist in cataloguing and data entry. The intern is expected to work independently during the summer months. Working at the Museum location in Ocean Grove is expected.

**Hopewell Valley Historical Society ●●**

Semesters: Summer

Location: Pennington, NJ

Website: <https://www.hopewellvalleyhistory.org/>

Last updated: March 2020

Overview: The Hopewell Valley Historical Society was formed in 1975 by a group of citizens interested in preserving the rich heritage of the Hopewell Valley. We collect and preserve items relating to Hopewell Valley, sponsor public events to share our history, and encourage the preservation of historic sites.

Internship Opportunities: Interns may be able to craft projects working with Hopewell valley materials in Rutgers Special Collections.

**IEEE History Center, Stevens Institute of Technology ●●●**

Semesters: Spring, Summer, Fall

Location: Hoboken, NJ

Website: [http://www.ieee.org/history\\_center](http://www.ieee.org/history_center)

Last updated: February 2020

Overview: 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 history 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, one of the most important oral history collections in the field of the history of technology (900+), as well as the corporate archives of the IEEE. The IEEE History Center manages the Engineering & Technology History Wiki ethw.org on behalf of a consortium of engineering societies.

Internship Opportunities: Interns assist in the acquisition and accessioning of materials, preparation of exhibits and editing of material on web sites, and special research projects such as National Historic Landmark site nominations and the 50th anniversary of the lunar landings.

**Jewish Heritage Museum of Monmouth County ●●**

Semesters: Fall, Spring, Summer

Location: Freehold, NJ

Website: [www.jhmomc.org](http://www.jhmomc.org)

Last updated: March 2020

Overview: 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

Internship Opportunities: Interns will take part in one of two internship opportunities: 1) The intern will be interviewing and recording various Monmouth County residents whose families or themselves made significant contributions to Jewish community life and that of the general community. The intern will write an article about their research to be published in our publication "Heritage Highlights." 2) The intern will be trained as docents to lead guided tours through our permanent exhibit, "Three Centuries of Growth and Change: A History of the Jews in Monmouth County."

**Lawrence Historical Society ●●●**

Semesters: Fall, Spring, Summer

Location: Lawrenceville, NJ

Website: [www.thelhs.org](http://www.thelhs.org)

Last updated: March 2020

Overview: The Lawrence Historical Society is the designated caretaker of two historic houses in the Township of Lawrence, the 1761 Brearley House and the Port Mercer Canal House. As caretaker, the society helps maintain the houses, provides tours, and hosts events at both locations.

Internship Opportunities: A wide variety of opportunities are available, from public event planning to governance to working in the archives. Students interested in helping expand the society's scope or interested in working on projects such as archive indexing, digitization, and writing articles for publication are needed by the society. Upcoming projects include working on signage for the township's trails, collecting and editing information for a book on Lawrence history, and creating finding aids for the township historian's collection.

**Liberty Hall Museum** ●●●●

Semesters: Spring, Summer, Fall

Location: Union, NJ

Website: [www.kean.edu/libertyhall/](http://www.kean.edu/libertyhall/)

Last updated: February 2020

Overview: Liberty Hall Museum and Academic Center is a historic house and garden museum conveniently located at Kean University in Union, New Jersey. New Jersey's premier American History education center, the museum campus includes the home of Governor William Livingston, the first elected governor of New Jersey, built in 1772. The house and gardens trace nearly 250 years of New Jersey history with an extensive collection of artifacts and documents original to the house.

Internship Opportunities: The museum has internship opportunities in education and collections management. After a brief orientation program where the intern learns the mission of the museum and its goals, the intern meets with the Education Programs Coordinator and comes up with several project ideas that are interesting to the intern. Work hours are flexible and can be scheduled at the student's discretion based on museum operating hours

Education interns will gain experience in developing and delivering educational programming for students from Pre-K through university level and adult continuing education. Recent Education intern projects include: Developing a new outreach program; delivering programs to school groups and summer camp; conducting research for new school programs; researching Kean family history for new exhibit; creating a self-guided tour of the gardens; developing marketing materials for programs; conducting research on enslaved people; and creating pre/post visit materials for school programs.

Collections management interns will gain experience in cataloguing the museum's document and artifact collection, document transcription and exhibit planning. Recent Collections Management intern projects include: Updating a decorative arts tour; completing an inventory of the historic clothing; cataloguing objects from the WWI collection; and creating new period room layouts.

**The Madison Historical Society** ●

Semesters: TBD

Location: Madison, NJ

Website: [www.madisonnjhistoricalsociety.org](http://www.madisonnjhistoricalsociety.org)

Last updated: February 2020

Overview: The mission of the Madison Historical Society is to educate the citizens of Madison about the historic value of the community and encourage its preservation; to collect and maintain an archive and make it available for public use; and to record historically relevant Madison public events. Madison Historical Society is housed in the Madison Public Library at 39 Keep Street within walking distance of the Madison train station.

Internship Opportunities: The historical society is in need of an intern in two areas. An intern could pick one of the two areas or work on both. 1) In preparation for a Madison Museum an intern is needed to conduct and transcribe oral history interviews. We also have past interviews that need to be transcribed. We plan to use bits and pieces of the interviews in the museum. 2) The intern would assist the Collection Custodian by processing donated acquisitions and entering information into Past Perfect, a software database program for collections. Some acquisitions need digitalized indexes.

**Monmouth Battlefield State Park ●●●●**

Semesters: Spring, Fall, Summer

Location: Manalapan, NJ

Website: <https://www.state.nj.us/dep/parksandforests/parks/monbat.html>

Last updated: February 2020

Overview: One of the largest battles of the American Revolution took place in the fields and forests that now make up Monmouth Battlefield State Park. The park preserves a splendid rural 18th-century landscape of hilly farmland and hedgerows that encompasses miles of hiking and horseback riding trails, picnic areas, a restored Revolutionary War farmhouse and a visitors' center.

Internship Opportunities: TBD

**Monmouth County Park System, Historic Services Division ●●**

Semesters: Summer

Location: Lincroft, NJ

Website: [www.monmouthcountyparks.com](http://www.monmouthcountyparks.com)

Last updated: March 2020

Overview: The Historic Services Division supports and maintains artifacts/archival materials for historic sites, exhibits and history related to properties prior to their becoming parks.

Internship Opportunities: Interns will learn some of these techniques of museology: Collections handling and assisting the Curator involving preparation of exhibits and long-term projects. The majority of the work includes care/maintenance and consolidating collections through inventories. InterTracking artwork, china, furniture, textiles, agricultural equipment, archaeology and many types of cultural artifacts from the 19th-20th centuries on display and in storage. Interns might also transcribe letters, business documents, etc., from the 18th to the early 20th century and learn use of museum software.

**Morristown National Historical Park, Cultural Resource Department** ●●●

Semesters: Fall, Spring, Summer

Location: Morristown, NJ

Website: <http://www.nps.gov/morr>

Last updated: January 2020

Overview: Morristown National Historical Park commemorates the sites of General Washington and the Continental army's winter encampment of December 1779 to June 1780, where they survived through what would be the coldest winter on record. The park also maintains a museum & library collection related to the encampments & George Washington, as well as items relating to pre- and post-Revolutionary America.

Internship Opportunities: Multiple opportunities exist for a rewarding experience in the field of heritage preservation in one of this areas most rich and diverse historic sites. Continual openings are available in the curatorial, archival, and library departments within the Division of Cultural Resources at the Morristown National Historical Park. Known locally as Washington's Headquarters museum, the site (Ford Mansion) is 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 documents 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 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, research, and preparation of educational material. In addition, interns have the opportunity to have input into the project they work on to insure a mutually beneficial arrangement is produced. A sample of intern projects can be found at our blog-site: <http://www.morristownnhpmuseum.blogspot.com/>. Click on the link labeled internships. Interns will gain valuable practical work experience through exposure to the collection in hands-on projects.

**Morven Museum & Garden** ●●●

Semesters: Spring, Summer, Fall

Location: Princeton, NJ

Website: [morven.org](http://morven.org)

Last updated: February 2020

Overview: A National Historic Landmark, Morven is situated on five pristine acres in the heart of Princeton, New Jersey. The museum is the former home to one of the signers of the Declaration of Independence and more recently was the New Jersey Governor's Mansion for five administrations. Morven showcases the rich cultural heritage of the Garden State through permanent and changing exhibitions, educational programs and special events. Morven has free on-site parking and is also accessible by bus or train.

Internship Opportunities: Morven has Curatorial Internships and an Education / Public Programs Internships.

*Curatorial Internship:* Morven seeks bright, outgoing, self-motivated individuals to assist with all aspects of curatorial affairs. 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 Deputy Director & Curator and will work with the Assistant Curator & Registrar. Interns will assist with exhibition development and installation, research, and managing curatorial resources. There is also collections management experience through assisting with administrative tasks, documentation, object handling, and database training depending on work assignment. This internship may offer “shadowing” opportunities, which include attending on- and off-site meetings, and a chance to meet other professionals in the field. This internship has wide reaching application. Students of history, art history, architecture, archaeology, political science, education, and museum studies are all encouraged to apply. This will be a hands-on experience that will utilize many skills needed for a variety of fields. This internship is 5-15 hours per week (flexible), Monday - Thursday business hours are preferred, some availability on Fridays. Unpaid.

*Education / Public Programs Internship:* Morven seeks a bright, outgoing, self-motivated individual to assist with all aspects of developing Education and Public Programs for diverse audiences including children, adults, and families at Morven Museum & Garden and within its new Stockton Education Center. 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 Education and Public Programs and will assist with program development and presentation; promotion, marketing, and outreach including database research; docent curriculum and training, as well as volunteer management and visitor engagement. This internship will offer “shadowing” opportunities and the chance to work within a Museum undergoing significant growth. This internship has wide reaching application. Students of museum studies, education, history, art history, architecture, public relations, and political science, are all encouraged to apply. This will be a hands-on experience that will utilize many skills necessary for a variety of fields. This internship is 10-20 hours per week (flexible). Unpaid.

**The National Guard Militia Museum of New Jersey** ●●●●●

Semesters: Fall, Spring, Summer

Location: Sea Grit, NJ and Lawrenceville, NJ

Website: <https://njmilitiamuseum.org>

Last updated: March 2020

Overview: The National Guard Militia Museum of New Jersey tells the story of the state’s Militia and National Guard beginning with Dutch, Swedish and British colonization through the War for Independence to the Civil War, World Wars I and II and up to the present day, paying particular attention to the diversity of the New Jersey citizen soldier and his or her experience. Notably, the museum has one of the largest collections of New Jersey related Civil War research

material in the country, including copies of diaries, letters, newspaper clippings, memoirs, regimental histories and articles.

Internship Opportunities: There are internship opportunities at both our Sea Grit, NJ location and our Lawrenceville, NJ location.

Sea Grit, NJ:

*Collection Management Internship* - The museum's permanent collection and archives offer scholars interested in military history excellent opportunities for research and professional development. Internship projects are matched to the museum's needs and priorities and the intern's interest and schedule. Under the supervision of Assistant Curator Joseph Bilby, interns participate fully as collection staff members and are responsible for conducting research, assisting with correspondence, inventorying specific objects, collection care, cataloguing, and participating in the design and installation of exhibits.

*Oral History Internship* - Through its Center for U.S. War Veterans' Oral Histories and partnership with the Library of Congress, the museum offers qualified students the opportunity to gain an understanding of oral history collection and ultimately conduct independent veteran interviews. Under the supervision of Assistant Curator Carol Fowler, the intern will assist with correspondence, research unit histories, prepare questions, support and conduct interviews, prepare transcripts, and create summaries.

Internships are also available in the fields of Special Events, Public Relations, and Graphic Arts. Applications will be considered and accepted based on staff availability and museum schedules.

Lawrenceville, NJ:

The specific structure of the program is variable, depending upon the requirements of the supervising professor, the interests of the student, and the needs of the museum. In all cases, the student will be exposed to the military history of New Jersey and the role of the Citizen Soldier in the service to the nation and the state. They will be taught to handle artifacts, preserve them, research their use and function, and help to prepare displays. They will be exposed to the workings of an all-voluntary military museum and be expected to learn how to be a successful docent. Preferable fields include marketing, history, communications, and ROTC.

**New Jersey Historic Trust** ●●

Semesters: Spring, Fall, Summer

Location: Trenton, NJ

Website: <http://www.njht.org>

Last updated: January 2017

Overview: The New Jersey Historic Trust was created by law in 1967 to preserve the state's historic resources. Affiliated with the Department of Community Affairs, the Trust offers competitive funding, outreach and technical assistance programs. In 2017, the Historic Trust is seeking candidates who will assist with three different funding programs that will assist organizations with the repair, restoration and rehabilitation of historic buildings and sites.

Internship Opportunities: Intern tasks will include processing and evaluating applications, preparing meeting materials, database management, and communication with applicants. The intern may also assist with many aspects of the annual preservation conference. Successful candidates will demonstrate excellent communication skills, be self-motivated and goal oriented.

**Old Barracks Museum** ●●

Semesters: Spring, Fall, Summer

Location: Trenton, NJ

Website: <http://www.barracks.org>

Last updated: September 2019

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

Internship Opportunities: Three different types of internships are offered to undergraduate and graduate students at the Old Barracks Museum: Interpretive internships provide the opportunity for students to work with the public and the chance to teach history in a “hands-on” manner. Interns are outfitted in authentic 18th century reproduction clothing and are responsible for leading visitors through the museum offering information about its history and times as well as 18th century life. Interns will learn about French and Indian War and Revolutionary War history, as well as gain first-hand experience in the front-end operations for a museum. Interns must have an excellent command of the English language, be willing and able to speak in front of large groups, and feel comfortable wearing 18th century clothing; curatorial interns who are interested in collection management work directly alongside the Curator, in its efforts to continually improve and update the management of its collections, the Old Barracks Museum seeks interns to assist with different aspects of collections work, including inventories, cataloging objects, data entry, and object research for education and exhibition programs. This is an excellent opportunity for students interested in museum work to experience various facets of curatorial work. Basic computer skills are necessary for data entry, but interns will be taught proper object handling, cataloging, research and storage techniques.

**Plainfield Public Library - Local History, Genealogy & Special Collections Department** ●

Semesters: Spring, Fall,

Location: Plainfield, NJ

Website: [http://www.plainfieldlibrary.info/Departments/LH/LH\\_main.html](http://www.plainfieldlibrary.info/Departments/LH/LH_main.html)

Last updated: March 2020

Overview: The Library’s Local History Collection, one of the largest in Union County, is composed of books, documents, photographs, blueprints, maps, newspapers, personal papers, and local organizations' records of significance in Plainfield and the surrounding communities.

Internship Opportunities: The public history intern will work closely with the Library’s renown, Charles H. Detwiller, Jr. Architectural Drawings Collection. The intern will assist with the review and inventory of blueprints and architectural drawings, many of which date back to the

late 1800s. The internship provides a special opportunity to obtain practical, hands-on experience with historical documents.

**Historical Society of Princeton ●●**

Semesters: Fall, Spring, Summer

Location: Princeton, NJ

Website: <http://www.princetonhistory.org>

Last updated: September 2019

Overview: The Historical Society of Princeton (HSP) is located at the Updike Farmstead at 354 Quaker Road in Princeton □ a six-acre property with a late 18th century farmhouse, large barn and several other outbuildings. The Updike Farmstead currently houses a museum that interprets Princeton's rich history through changing and permanent exhibitions; space for educational and community programs; and HSP staff offices. The museum is open to the public Wednesdays through Sundays. HSP is also the custodian of a diverse and considerably-sized local history collection, stored off-site, which includes a range of social history, decorative art, fine art, archaeology, and archival items. HSP holds between around 3000 objects in its three-dimensional collection, including 65 pieces of Albert Einstein's furniture, almost 1000 manuscript and archival collections (some collections several linear feet), approximately 15,000 photographs and negatives, and over 2,000 large maps and architectural drawings.

Internship Overview: Collections and Exhibitions Interns will work on: 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 and has catalogued its entire 3D collection. If assigned to a cataloging project, interns will continue the cataloging and digitization process. Interns will work with original collection materials and accession records to enter individual cataloging records in the PastPerfect system, conducting collections research and making PastPerfect a more comprehensive record of HSP's holdings. Interns will learn how to use a major museum collections management software. Interns will also rehouse, store, and organize collections in HSP's storage facility; 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; assisting with educational programs. Tasks would include representing HSP at Community Events and leading visiting students in activities such as crafts and scavenger hunts. Car necessary to reach facility.

**Puerto Rican Community Archives ●**

**New Jersey Hispanic Research and Information Center at The Newark Public Library**

Semesters: Spring, Summer, Fall

Location: Newark, NJ

Website: <https://npl.org/collections-services/new-jersey-hispanic-research-and-information-center/>

Last updated: February 2020

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

Internship Opportunities: The NJHRIC at The Newark Public Library wishes to host an intern to assist in the identification, processing, description, and digitization of primary resources such as photographs, flyers, newspaper clippings, brochures, etc. Interns will be trained and work under the supervision of the Head Archivist and PRCA staff. Responsibilities include, but are not limited to, processing (removing fasteners, re-housing, and arranging); describing (taking measurements, making visual descriptions, and creating metadata); digitizing (taking photographs, scanning, and describing); and publicizing (via public events and social media) our archival collections. Ideal interns will have excellent attention to detail and organizational skills; have strong writing; have experience working with a camera and a scanner; have a working knowledge of Microsoft Office Suite; work well independently, with guidance from a supervisor. Experience working in archives and/or libraries and a good working knowledge of the Spanish language is a plus.

**Raíces Cultural Center** ●●●

**Semesters:** Fall, Spring, Summer

**Location:** New Brunswick, NJ

**Website:** <https://www.raicesculturalcenter.org/>

**Last updated:** January 2018

Overview: Raíces Cultural Center was founded in 2008 with a focus on the preservation of folkloric Caribbean arts and cultural traditions. This includes a diversity of backgrounds and the melding together of Indigenous, African, European, and Asian cultures. In the ten years that Raíces has been in existence as an organization, we have expanded our mission and cultural exchange initiative to include building cultural bridges and culture sharing to document the rich diversity of backgrounds that have come together in the diaspora, and the evolution and history of culture in our home state of New Jersey. We have begun collaborations with other NJ culture bearers and cultural groups and organizations to create exhibits, documenting and sharing their cultural work; history and traditions through photos, videos, writing and oral history. Raíces Cultural Center wants to make available its multimedia cultural resources to the community via our digital archive. Through this portal, those interested can access information and exhibits related to the organization's mission of preserving cultural roots through the arts, history and ecology.

In addition to these multimedia resources, the Raíces Digital Archive also makes accessible resources related to its programs and activities, thereby documenting the Center's rich visual, artistic and culturally rooted history and creating an additional educational tool for participants in local cultural programs offered by Raíces.

Internship Opportunities: Archival assistance: Learn the Omeka Digital Archive platform in order to create items, collections and exhibits from data generated by collaborating organizations and individuals. Intern will help to digitize and upload artifacts from the program history of the

Raíces Cultural Center organization from 2010-2016; Curation of a food and culture collection & exhibit: help build a food and culture digital archive exhibit, conduct research on the cultural history of different varieties of culinary plants and crops, conduct research on the cultural history of culinary dishes and interview local community garden members for the oral history segment of this exhibit; exhibit curation: identify a single topic or cultural tradition of the Caribbean, African and First Nations diaspora and create an exhibit to share information and media about the chosen cultural tradition. Remote work possible.

**Red Mill Museum Village** ●●●●

Semesters: Fall, Spring, Summer

Location: Clinton, NJ

Website: <http://www.theredmill.org>

Last updated: September 2017

Overview: 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

Internship Opportunities: 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. Car is necessary.

**Rockingham State Historic Site** ●●●●

Semesters: Fall, Spring, Summer

Location: Kingston, NJ

Website: <http://rockingham.net/>

Last updated: September 2017

Overview: While the Continental Congress was meeting in Princeton, Rockingham served as General George Washington's final Revolutionary War headquarters for over two and one-half months in 1783. On October 31, 1783, Washington and Congress received the long awaited news - the final version of the Treaty of Paris had been signed and the thirteen colonies were indeed independent of Great Britain. For eight years Washington had served his country in the American Revolution and, as one of his last official acts, wrote the Farewell Orders to the Armies of the United States at Rockingham in late October, which were then delivered to the remaining Continental Army at West Point, New York. First known as the Berrien Mansion, the original two rooms and lean-to of the farmhouse were built about 1710. Enlarged into a grander home in the 1760's by Judge John Berrien, the house is preserved and interpreted as the temporary residence of George and Martha Washington. Physically relocated three times since 1896, Rockingham Historic Site maintains a fine collection of 18th-century furnishings and Washington military reproductions, a children's museum and a Colonial kitchen garden.

Internship Opportunities: 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.

**Roebing Museum** ●●●●

Semesters: Spring, Fall, Summer

Location: Roebing, NJ

Website: [roebingmuseum.org](http://roebingmuseum.org)

Last updated: May 2021

Overview: Roebing Museum tells the story of the origins and growth of Roebing, NJ, a company town built by John A. Roebing's Sons Company. Some of the most important technological achievements of the industrial age such as big bridges, telegraphs and telephones, electrification, deep mines, big ships, elevators and airplanes as well as everyday objects were built in Roebing. Here, ideas and diverse cultures were exchanged through work and the interactions of these communities changed the cultural and industrial landscape of New Jersey. As a former gateway to a sprawling steel mill, the Roebing Museum building once served as the passage point for thousands of workers each day. Roebing Museum believes that the industrial development of the United States is best illustrated and understood through the experiences of the people who built our shared history. Since opening our doors in 2010, Roebing Museum has offered a dynamic slate of programs, exhibits, and tours that emphasize and celebrate the experiences of those who lived in Roebing and worked for the John A. Roebing's Sons Company.

Internship Opportunities:

Roebing Museum has been selected by the Smithsonian to develop an exhibit about the local history of work in Roebing, NJ, a former company town. The completed exhibit will explore how immigrant/migrant families in the company town lived and worked. Guidance from the Smithsonian will help fit the history of Roebing into the national story of industrial history in the United States, addressing the many challenges that affected the workforce and work environments through the years up to and including relevant examples affecting the community/region today.

With this exhibit, we aim to increase understanding of what it would have been like to live in a majority (im)migrant company town between 1905 through 1974 and to encourage visitors think about their own work histories.

Help us with research to better understand the full history of work in Roebing. That will include taking a deep dive into immigration stories, the black experience, women workers at the mill, young workers, and the folks who worked outside of the mill to keep the community operating. We are looking for volunteers/interns to help develop the exhibit's story, choose objects from our collections, conduct oral histories, digitize historic work records/census data, and more.

Accessible by public transportation. Hybrid/remote work available.

**Rutgers Digital Humanities Initiative - Digital Humanities Lab** ●●

Semesters: Spring, Fall

Location: New Brunswick, NJ

Website: <https://dh.rutgers.edu/lab>

Last updated: February 2020

Overview: The Rutgers Digital Humanities Initiative supports digital humanities projects in research, teaching, and public outreach at Rutgers. Our programming includes a regular schedule of events, including workshops, lectures, and conferences.

Internship Opportunities: Scholars affiliated with the Rutgers Digital Humanities Initiative (DHI) undertake a number of digital projects in support of their research, teaching, and public outreach. The intern will work directly with the Digital Humanities Librarian on two digital documentary editions of primary source collections held by the Special Collections and University Archives, Rutgers University Libraries. These collections pertain to the history of slavery in New Jersey (Peter Still papers) and the history of Rutgers during World War I (War Service Bureau of Rutgers College). The intern will undertake historical research to complete short biographical profiles and cross-reference sources to gather data on the travels of individuals named in the documents. Other tasks may include web publication, and the creation of maps, timelines, and indexes using various technologies and standards such as the Text Encoding Initiative (TEI), Omeka, Neatline, Jekyll, and Leaflet (training will be provided).

**Rutgers University Geology Museum** ●●●

Semesters: Spring, Fall, Summer

Location: New Brunswick, NJ

Website: <https://geologymuseum.rutgers.edu/>

Last updated: March 2017

Overview: The Rutgers Geology Museum, located on the historic Old Queens Campus at Rutgers University, strives to educate the public and the university community through its presentations of Natural History and Geology related exhibits, collections, public lectures, tours and programming. The Museum serves as the focal point for bringing together faculty, staff, students, and community members with common interests in developing our appreciation and understanding of the natural environment and our place in that world. Interns would work with the staff and directors to help the museum continue our mission in one of three key areas.

Internship Opportunities: Tour Guides and Docents: The museum offers tours to K-12, university, and special interest groups throughout the year that discuss the history of the building, the artifacts, and the people involved with the founding of the museum. Interns would receive tour training and learn to guide groups through the major exhibits of the museum as well as lead small groups through hands-on learning activities. Must be available at least one morning from 9:30 am to 12:30 pm on either Tuesday, Wednesday, Thursday, or Friday. Tours are occasionally given on Saturday as well. Historical Research: The museum has a rich history and much of it still unknown and undocumented. Interns would work with the museum directors,

faculty, and the University Archives to uncover and document information, stories, and historic items related to the museum. Outreach programming: The museum has a broad range of Outreach Programming and help is needed to create new materials and activities to present at over a dozen yearly events. Interns would work with museum staff and directors to conceive, create, and execute new museum programming.

**Institute for Jazz Studies, Rutgers University – Newark ●**

Semesters: Fall, Spring

Location: Newark, NJ

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

Last updated: January 2017

Overview: 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.

Internship Opportunities: 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, 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.

**Rutgers Oral History Archives ●●**

Semesters: Spring, Summer, Fall

Location: New Brunswick, NJ

Website: <https://oralhistory.rutgers.edu/>

Last updated: January 2020

Overview: The Rutgers Oral History Archives records the personal narratives of: men and women (either New Jersey residents and/or Rutgers University alumni, faculty or staff) who served on the home front and overseas during World War II, the Korean War, the Vietnam War, the Cold War and the nation's most recent conflicts; people with a story to tell about some aspect of New Jersey's proud history, its towns and cities, its diverse populations, organizations within the Garden State and/or social/cultural movements and events; men and women who helped shape the history of Rutgers University as students, alumni, faculty, staff and in other roles.

Internship Opportunities: 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, and transcription of interviews. 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.

**Rutgers University Libraries Special Collections and University Archives** ●●●

Semesters: Spring and Fall

Location: New Brunswick, NJ

Website: <http://www.libraries.rutgers.edu/scua>

Last updated: February 2020

Overview: 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. Research collections include university archives, New Jersey collections, labor history, women's history, Westerners in Japan during the late 19th and early 20th century, Latin America, et al. Opportunities are also available to work with exhibitions of rare books, photographs and manuscripts.

Internship Opportunities: 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 to produce bibliographic guides. The University Archives welcomes interns to research aspects of university history as well as process historical records of Rutgers and assist with special projects, like exhibitions, as needed.

**Seton Hall Archives, Seton Hall University** ●●

Semesters: Fall, Spring, Summer

Location: South Orange, NJ

Website: <http://library.shu.edu/sc-homepage.htm>

Last updated: January 2016

Overview: This repository houses the University Archives, Archdiocese of Newark Papers, and documentation on the Catholic Church in New Jersey among other special collections including various educational, political, and historical themes. Different options are offered in regard to this internship including a research and/or processing focus. Interns can work first-hand with various collections which requires 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 is the goal.

Internship Opportunities: Within the research track an individual will spend time acquainting themselves with our repository, research methodology, and then making their way through relevant resources within our collection in order to find specifics related to their topic. The benefits of this track includes, but is not limited to the student learning more about how to

conduct structured research and builds their academic and budding professional portfolio of skills along with how to use primary sources, but also keeping the benefit of working with paper-based resources and not just electronic ones alone. In addition, the creation of a subject-specific research publication (LibGuide), optional essay(s) for presentation and/or blog entry and/or digital exhibit to promote their work, etc. are among the possibilities open to an intern working within our area. In addition, there is a fine processing track will include working with a single collection from start to finish including organization of contents under the expert supervision of our Technical Services Archivist if this is preferred by the student.

**Shippen Manor** ●●●

Semesters: Spring, Summer, Fall

Location: Oxford, NJ

Website: <https://warrenparks.com/wcchc/>

Last updated: February 2020

Overview: Shippen Manor is a restored eighteenth-century iron master's mansion in Warren County, NJ.

Internship Opportunities: Interns may assist with archiving museum artifacts, creation of displays, educational programs, research preparation for and assistance with tours and special events, in addition to helping with programming organization and other tasks and duties at Shippen. There are also opportunities to do historical research, creation of specific static displays, as well as assisting with the creation of educational programs and ADA-compliant alternatives for tours.

**Thomas Edison National Historical Park** ●●●

Semesters: Spring, Summer, Fall

Location: West Orange, NJ

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

Last updated: June 2017

Overview: 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.

Internship Opportunities: 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.

**Thomas Edison Papers at Rutgers University** ●●●

Semesters: Spring, Summer, Fall

Location: Livingston Campus, Piscataway

Website: <http://edison.rutgers.edu>

Last updated: June 2018

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

Internship Opportunities: Interns may participate in a variety of ongoing projects that include: assisting with curation of digital exhibits, directed research (online and in Rutgers libraries), working on a virtual Edison online library, developing curricula, 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.

**Thomas Warne Museum and Madison-Old Bridge Township Historical Society** ●●

Semesters: Spring, Summer, Fall

Location: Matawan, NJ

Website: <https://www.thomas-warne-museum.com>

Last updated: February 2020

Overview: The Thomas Warne Museum and the Madison-Old Bridge Historical Society strive to discover, preserve, and pass on the rich history of Old Bridge Township and the great State of New Jersey.

Internship Opportunities: Interns will help with data entry of museum inventory; contribute to our newsletter; conduct local history research; organize genealogy; digitization; and/or assist with outside projects or events.

**Trentoniana - Trenton Free Public Library** ●

Semesters: Spring, Summer, Fall

Location: Trenton, NJ

Website: <http://www.colonialhouse.org>

Last updated: February 2020

Overview: The Trentoniana Department of the Trenton Free Public Library holds the earliest and largest collection of material available to the public that relates to the history of the City and its inhabitants. It is a premier library-based special collection of historic items with material dating from the 17th century to the present. The Library was the first in New Jersey, founded in 1750, with its current building dedicated in 1902.

Internship Opportunities: The Department houses an estimated 20,000 documents, artifacts, maps, and ephemera and more than 200,000 photographs. Unique source material has been provided for collegiate dissertations, professional and educational publications, historic preservation projects, and general research projects. An internship under the guidance of a Certified Archivist will be well-rounded with both special projects as well as mundane tasks, and would include a main project focused on one aspect of collection management, as agreed upon by the archivist and intern. Projects may include, but are not limited to, organizing, rehousing, and describing small manuscript collections, photographs, or ephemera; scanning and cataloging collections; or creating subject guides.

Interns must be currently enrolled for course credit (with professor's approval) with a major in history or library science, or if working on a subject guide, a major in that subject (exchange students with a J1 Visa Sponsor may also be considered). Strong organizational skills, neatness, attention to detail, reliability, and a high level of self-motivation are necessary. Must be able to lift about 15 lbs., reach and bend, be willing to get dirty, and be able to work in moderately dusty and sometimes dimly-lit tight spaces. Days and hours are flexible but will be available Monday through Friday and on select Saturdays if needed. Evening as well as daytime hours are available.

**Ukrainian Historical and Educational Center of New Jersey** ●●●●

Semesters: Fall, Spring, Summer

Location: Somerset, NJ

Website: <http://www.UkrHEC.org>

Last updated: January 2018

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

Internship Opportunities: Interns will have the opportunity to participate in designing a project that furthers the Center's mission and meshes with the student's interests, background, and language skills. Possible project ideas include (but are not limited to) fundamental archival tasks

and techniques (rehousing, elementary preservation methods, etc.), digitization of materials of genealogical significance, researching pre-World War II Ukrainian-American communities in New Jersey, biographical research on the creators of still-unprocessed archival collections, generation of descriptive and preservation metadata for digitized audio, or the creation of internet/media content (e.g. production of short videos about collections or individual archival or museum items, creation of an online "calendar of events" based on a large ephemera collection from the 1950s and '60s, or creation of FAQ content for the Center's website). Candidates should have the ability to do research, document their work, articulate their results verbally and in writing, and work independently. Knowledge of the Ukrainian language or the ability to read the Cyrillic alphabet is a plus, but is certainly not a requirement.

**United Methodist Church Archives** ●

Semesters: Spring, Fall

Location: Madison, NJ

Website: <http://www.gcah.org>

Last updated: February 2020

Overview: 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.

Internship Opportunities: There are several intern projects available at the archives. Interns will process a small paper-based collection, participate in scanning a variety of images, participate in the migration of radio programs, television, and movies from the mid-twentieth century. Interns might also process and store born-digital records in our depository.

**Dr. John Vermeule House** ●●●●

Semesters: Spring, Summer, Fall

Location: Green Brook, NJ

Website: [www.gbhsnj.org](http://www.gbhsnj.org)

Last updated: January 2016

Overview: The Dr. John Vermeule House, circa 1799, is still in the process of being restored to its original grandeur by the Township of Green Brook, with historic preservation 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, a Jewish dairy farmer and lastly, the Mundy family. When acquired by Green Brook Township, the house contained thousands of 19th and 20th century articles that were left by former residents. An 18th century cabinet is also on site, which was probably original to the house. Recent archaeological excavations have uncovered the foundation of an out-building kitchen and many interesting artifacts.

Internship Opportunities: Historical research into the lives of former owners and their occupations, especially with regard to medical and farming practices and Quakerism; assisting in developing an interpretation plan for the overall site, as well as individual themes and displays; evaluating and cataloging archaeological artifacts and historic items; re-boxing of items to acid-free boxes. Requirements: Interest in history and historic preservation; research/library skills; digital photo management skills. Knowledge of Word and Excel would be helpful.

**Vineland Historical and Antiquarian Society ●**

Semesters: Spring

Location: Vineland, NJ

Website: <http://www.vinelandhistory.org>

Last updated: February 2020

Overview: The Vineland Historical and Antiquarian Society, founded in 1864, is the oldest local historical society in New Jersey.

Internship Opportunities: Internship projects include cataloging photos, postcards, and rare book collections; organizing clothing collection; collection maintenance; and/or transcribing historic records.

**Washington Crossing State Park ●●●●**

Semesters: Fall, Summer

Location: Titusville, NJ

Website: <https://www.state.nj.us/dep/parksandforests/parks/washcros.html>

Last updated: February 2020

Overview: On December 25, 1776, the icy waters of the Delaware River provided the setting for one of the pivotal events of the American Revolution. The Continental Army had little to celebrate that Christmas and seemed beat by hunger and cold. After crossing the rough winter river at night, General George Washington and the Continental Army landed at Johnson's Ferry, at the site now known as Washington Crossing State Park. At 4 am, they began their march to Trenton where they defeated the Hessian troops in an unexpected attack. This battle was quickly followed by the Second Battle of Trenton on January 2, 1777, and the Battle of Princeton on January 3, 1777. Originally preserved for its historical significance, the park is also well known for its trails and wildlife habitat. A wide variety of migrating birds use the stream and ravine as a resting place and for nesting. Many bird species winter in the park, creating a perfect location for bird observation year round.

Internship Opportunities: Projects could include researching and interpreting the crossing of the Delaware river by George Washington and the Continental Army on Christmas night in 1776 including the battles of Trenton and Princeton known as the "10 Crucial Days"; developing a "10 Crucial Days" app.; assisting in inventorying the collection of artifacts using Past Perfect software; photographing the collection of artifacts; and/or researching and assisting in creation of new historic wayside exhibits.

**William Trent House** ●●

Semesters: Spring, Summer, Fall

Location: Trenton, NJ

Website: <https://www.williamtrenthouse.org>

Last updated: February 2020

Overview: Now in its 300th year, the Trent House stands as the oldest building in Trenton and serves as an important example of early Georgian domestic architecture in the Mid-Atlantic region. Listed since 1970 as a National Landmark on the National Register of Historic Places, the historic house museum has been restored and furnished to its appearance between 1719 when it was built and 1724 when William Trent died. During that period residents of the House included William Trent, a wealthy Philadelphia-based merchant, his second wife Mary Coddington Trent, their young son William, and eleven men, women, and children of African descent who were held in bondage by the Trents - Yaff, Joan, Bob, Dick, Nanny, Tom, Julius, Bassin, Harry, Cupid, and Pedro. The Trent House is accessible by public transportation (Bus 604 from Trenton Railway Station).

Internship Opportunities: Under the direction of the Trent House Association, the Museum is moving forward in interpreting the lives of the all people who have lived in the house, including those of enslaved, indentured, and paid servants; positioning the Trent House as a vehicle for understanding Trenton, New Jersey, and national history over its entire 300 years; and supporting the use of the House as a site for learning, research, and civil discourse on the relationship between what happened in the past and our present and future as a community and society.

Over the past several years the Museum has expanded its interpretation of slavery in New Jersey. Recent interns have compiled a large array of primary source material and additional leads on connections of the House and its residents to slavery. Much of the material remains to be analyzed and all the additional leads followed.

The Museum has also conducted several archaeological projects on site and substantial numbers of artifacts from pre-European Native American settlements through the early 20th century have been found and are available for further research. Of particular interest to the Museum would be additional exhibits that document and describe the Leni Lenape settlement on the site.

Trenton has historically been and continues to be a major gateway for immigration and an example of the processes of urbanization and industrialization. The Museum is interested in learning more about the connections between the waves of immigrants and the site, as well as using the site as a hub for understanding the physical, economic, and social changes in industrial cities through the 20th century.

As we move into 2020 and prepare to celebrate the 100th anniversary of the 19th amendment granting women the right to vote, the Trent House would like to learn more about the women who lived in the house from Mary Coddington Trent, Joan, and Nanny during William Trent's tenure to Permelia Sargent Stokes, mother of Edward A. Stokes, who as the last private resident donated it to the City of Trenton in 1929. We know that, in addition to wives, mothers, and

daughters of the wealthy owners, residents included enslaved, indentured, and paid servants, many of whom were women. Illuminating some of their lives through archival research would allow the Museum to contribute to this important anniversary.

### **YIVO Archives ●**

Semesters: Spring, Summer, Fall

Location: New York, NY

Website: <https://www.yivo.org/Archives-Library>

Last updated: February 2020

Overview: The purpose of the YIVO Archives is to identify, acquire, preserve, and make accessible historically significant documents and other materials which reflect the Archives' origins and development and enhance the Archives' unique areas of expertise in documenting Jewish life. The YIVO Archives contains 23 million records in 12 languages. The 2,500 collections that make up the YIVO Archives include manuscripts, letters, printed ephemera, sheet music, posters, artworks and artifacts, photographs, film and videos, and sound recordings. These collections, which together represent the single largest and most comprehensive repository of materials on East European Jewish civilization in the world, focus on a number of important areas including Jewish history, language, literature, and culture in Eastern Europe; World War II and the Holocaust; Jewish educational, political, and labor organizations; and Jewish immigration to the United States, Israel, and other countries in the Diaspora.

Internship Opportunities: Digital Lab Intern, Archival Processing Intern, General Archives Intern, and Sound Archive Intern. See below for details in each internship.

*Digital Lab Intern:* This position supports the long-term accessibility and preservation of YIVO library and archive materials. The Digital Projects Intern will work under the direction of the Digital Preservation Manager to facilitate digitization and post-digitization phases of the Edward Blank YIVO Vilna Online Collections Project, including performing quality assurance and post-production; creating access copies; and tracking project progress on shared Google spreadsheets. Applicants should have the following qualifications: Knowledge of Adobe Creative Suite, including Lightroom and Photoshop; familiarity with digital image file parameters, such as bit depth, color profiles, resolution, compression, image size, and formats; ability to learn new technical skills in the context of digital preservation; strong organizational skills and attention to detail; experience working in an archive or library digital lab or equivalent coursework as part of history, archives or library curriculum; and a demonstrated ability to work independently as well as collaboratively. Preferred Qualifications include: Some familiarity with Yiddish and/or Hebrew; interest in the history and culture of East European Jewry; previous experience working on a digitization or digital humanities project; previous experience working in library or archives or equivalent coursework as part of history, archives or library curriculum; and current enrollment in an educational program requiring internship hours for degree completion. This internship is unpaid, though internship may qualify for academic credit if desired. If taken for academic credit the student must arrange details with the home academic institution.

*Archival Processing Intern:* The Edward Blank YIVO Vilna Online Collections project (EBVOCP) is an international project to preserve, digitize, and virtually reunite YIVO's prewar library and archival collections located in New York City and Vilnius, Lithuania, through a dedicated web portal. The project will also digitally reconstruct the historic, private Strashun Library of Vilna, one of the great prewar libraries of Europe. The Archival Processing Intern will assist EBVOCP archivists with the following: Processing materials; creating finding aids; performing basic conservation; and /or quality control assessments. Applicants must be proficient in Yiddish and/or Russian and have previous professional or academic experience in the archives field, or be currently enrolled in an archives/library program. This internship is unpaid, though internship may qualify for academic credit if desired. If taken for academic credit the student must arrange details with the home academic institution.

*General Archives Intern:* The General Archives Intern will have the opportunity to participate in a broad range of archives functions, including: Processing collections and performing basic conservation; rehousing vulnerable collections; digitizing YIVO materials to increase public access, including writing basic metadata; and/or assisting with the administration of the Archives. Preferred Qualifications include: Experience (paid or volunteer) or demonstrated interest in the fields of archives/special collections, libraries, and/or museums and cultural institutions; academic background in archives management, information studies, Jewish studies, and/or history/public history; and proficiency in any of these languages: Yiddish, Hebrew, Ladino, Russian, Polish, Ukrainian, Lithuanian, German, French, and/or Hungarian. This internship is unpaid, though internship may qualify for academic credit if desired. If taken for academic credit the student must arrange details with the home academic institution.

*Sound Archive Intern:* The Max and Frieda Weinstein Archive of YIVO Sound Recordings houses over 20,000 recordings, including 78, 45, and 33 rpm discs; cylinder recordings; open-reel and cassette tapes; piano rolls; and compact discs. The collection includes both music and spoken word recordings, and also contains record catalogs, and other materials related to the history of recorded Jewish music. The Sound Archive Intern will assist with digitizing, cataloging, and scanning reel-to-reel tapes and audio cassettes from the Sound Archive. The ideal candidate will have a high level of computer literacy and technical knowledge relating to sounds. Proficiency in Yiddish is required. This internship is unpaid, though internship may qualify for academic credit if desired. If taken for academic credit the student must arrange details with the home academic institution.