Guide to Local History Internship Opportunities
Indiana University Bloomington

To learn more about a particular opportunity contact the organization directly using the information listed at the end of each announcement.

For more information about the IU history department's internship requirements, contact Dr. Susan Ferentinos, sferenti (at) indiana.edu.

Bloomington Restorations, Inc.
2920 E. 10th St., Bloomington, IN
http://www.bloomingtonrestorations.org/

Bloomington Restorations, Inc. (BRI) is a not-for-profit historic preservation group serving Bloomington and Monroe County. The organization works to save endangered historic buildings, provide affordable housing, and raise awareness of the significance of the community’s old buildings and neighborhoods. BRI offers unpaid internships that train students to assist in carrying out the organization’s programs. Interns have documented the condition of the more than 80 historic buildings BRI protects through deed restrictions, assisted with preparing neighborhood historic sites and structures surveys, and helped with property restoration efforts.

Contact BRI Executive Director Steve Wyatt, (812) 336-0909, or bri (at) bloomingtonrestorations.org.

Division of Historic Preservation and Archaeology
State of Indiana
402 W. Washington St., Indianapolis, IN
http://www.in.gov/dnr/historic/

SUMMER ONLY: Deadline is March 15, 2016

Summer interns work within the Division of Historic Preservation and Archaeology (DHPA) under the supervision of professionals in the fields of archaeology, architectural history, social history, preservation, and library science. Potential interns must fill out an application.

Duties could include:

- Creating displays for public education tables and staffing those events
- Assisting with the maintenance of the Division’s website
- Organizing, writing stories for, and publishing the Division’s e-newsletter
- Attending the Division’s Outreach Committee meetings
- Assisting with the creation of outreach pieces for all programs of the Special Project Section
- Attending outside meetings affiliated with the Division’s cooperative programs
- Conducting histories of the Underground Railroad and writing Network to Freedom applications
- Completing cemetery research, filling out Cemetery and Burial Ground Registry Forms, and entering data into an online database
• Assisting with the GIS project for the mapping of historic sites
• Working with the Indiana Memory project
• Researching historic theaters; inputting data into the online database
• Working with the Jewish Heritage Initiative for research and outreach
• Attending internal meetings, making site visits, and meeting with other members of the staff to learn about the Division’s responsibilities

Contact DHPA Director of Special Initiatives Jeannie R. Regan-Dinius, (317) 234-1268, jrdinius (at) dnr.in.gov.

Indiana University Press
Wells Library, Indiana University Bloomington
http://www.iupress.indiana.edu/

Indiana University Press (IUP) is an international scholarly book and journals publisher, located on the Bloomington campus, at 10th and Jordan in Wells Library 350 (third floor east). The press acquires, contracts, and publishes more than 120 new scholarly-academic and trade books each year and publishes approximately thirty international scholarly journals in the humanities. Twenty percent of IUP books are from IU faculty; the balance is from scholars at other institutions around the world. Semester- and year-long internships are available. Internships are awarded on a competitive basis, only when submissions and staffing needs warrant. Applicants are advised to contact IUP as soon as possible to express interest in applying for internships in coming years or semesters.

Internship opportunities include the following:

• **Acquisitions Intern:** IUP editorial interns participate in the daily activity of the acquisitions department, working directly with two or more assistant editors and under the supervision of the editorial director. Duties will include, but may not be limited to, handling manuscript submissions, communicating with authors, and preparing manuscripts for publication. Opportunities for independent research and observing editorial board meetings will be afforded. The internship will help students interested in academic publication, graduate school in the humanities, or professional opportunities in media, research, communications, library science, or book publishing. This internship is designed to cover the full academic year (Summer/Fall/Spring). To apply, please send a brief résumé and cover letter to Sarah Jacobi, sajacobi (at) indiana.edu.

• **Managing Editorial Intern:** Duties of an editorial intern will include but are not limited to copyediting indexes, proofreading manuscripts, and preparing manuscripts for Production and Design. Interns work closely with project managers to develop their editorial skills and familiarity with the academic publishing landscape. For best student outcomes, two-semester internships are preferred. Interested students should direct inquiries and send a brief résumé and cover letter to Nancy Lightfoot, nlightfo (at) indiana.edu.

• **Journals and ePublishing Intern:** Interns gain experience in editorial processes and workflows in the production of more than two dozen academic, peer-reviewed scholarly journals across a variety of humanities and social science disciplines. Interns learn about the production processes and may work on special projects related to their publication. In addition, interns working in our electronic publishing department assist in the production and conversion of IU Press titles to their ePub counterparts, help with their distribution among our e-book vendors and commercial distribution partners, and work on projects in our accelerated publishing program. Contact Michael Regoli, 812-855-3830, regoli (at) indiana.edu for inquiries about internships in journals and electronic publishing at IU Press.
• Sales and Marketing Intern: Duties include sales research, developing and building press kits, implementing promotions to trade and education customers, and additional office duties and research as needed. Interns will participate in the daily activity of the sales and marketing department, working directly with the department manager and supervisors. The internship will build skills and experience for students interested in professional sales and marketing opportunities, communications and publicity, research, library science, or mainstream publishing. Contact Dave Hulsey, 812-855-6553, hulseyd (at) indiana.edu for inquiries about internships in sales and marketing at IU Press.

Journal of American History

Digital Media Intern
1215 E. Atwater Avenue, Bloomington, IN
http://www.journalofamericanhistory.org/

The Journal of American History (JAH) is the leading scholarly publication and journal of record in the field of American History. The JAH Digital History Intern will aid in the creation of the Journal's new online blogging and social media initiatives. In particular, the intern will assist in the production of content for a JAH blog by communicating with historians around the world, collaborating with the Journal's editors and editorial assistants as well as proofing and editing blog content. The intern will also be involved in maintaining a social media presence for the Journal. Through this experience, the intern will gain hands-on experience in the world of academic publishing and the exciting new field of digital history.

Qualifications: Must be a junior or senior history major, preferably with experience developing social media or web projects.

Contact JAH Editor Edward T. Linenthal, (812) 855-2816, etl (at) indiana.edu.

Mathers Museum of World Cultures
416 N. Indiana Avenue, Bloomington, IN
http://www.indiana.edu/~mathers/

The Mathers Museum of World Cultures is Indiana University’s museum of ethnography, ethnology, and cultural history. Through its research, collections, exhibitions, and public programs, the museum is dedicated to preserving and promoting knowledge of the world’s cultures, past and present. In practicum (internship) and volunteer roles, the museum hosts students with diverse intellectual interests, skills, and career goals. History is a core discipline for the museum, and history students are invited to become involved in its programs and activities.

The Mathers Museum of World Cultures Practicum Guide is published online each fall and spring semester prior to registration. It provides an application form, descriptions of various positions commonly available at the museum, general expectations for practicum students, specific positions available, contact information for specific museum departments, and deadlines and other relevant dates. History students interested in pursuing a practicum for history credit are directed to consult the practicum guide and to work to secure both a placement at the museum (via application and contact with a relevant museum staff supervisor) and a faculty member from the Department of History willing to oversee enrollment in HIST-H496.

For contact names and other information, find the MMWC Practicum Guide online at: http://www.mathers.indiana.edu/museumprac.html
The mission of the Monroe County History Center is to foster a deeper understanding and appreciation of Monroe County's history, culture, and natural environment by preserving our history, creating informative exhibits and public programs, and promoting collaborative outreach.

Internship opportunities include (but are not limited to):

- Working in the Collections Department to conduct research on artifacts, assist with the maintenance and preservation of artifacts, and assist in the accessioning and de-accessioning of artifacts
- Assisting the Exhibits Department in the development of upcoming exhibits, including doing research, helping with the design and fabrication of exhibits, preparing text for labels, etc.
- Conducting local history research and oral history in the Research Library to support exhibit development and public programs, organizing and cataloging documents and records, transcribing documents, and assisting with an expanding digitization program
- Assisting the Education Department with the development and implementation of programs designed for diverse audiences; assisting with the training of volunteer docents
- Working with the staff on assorted technology elements, including interactive components in the galleries and greater use of social media and the web
- Serving as a greeter at the front desk

Contact the MCHC Executive Director David G. Vanderstel, Ph.D., (812) 332-2517, director(at)monroehistory.org, or MCHC Operations Manager Rose Merrick, Operations Manager, (812) 332-2517, MCHCoperations(at)gmail.com.

In preparation for the Monroe County Bicentennial in 2018, the Monroe County Public Library and community partners are building a digital collection called the Monroe County Timeline: http://timeline.mcpl.info. Please review the website’s “About” page for more information. Research interns will identify and add historically significant events based on a schedule of topics. When permissions are obtained, interns will add images to support the source citation and provide context.

Contact Community Librarian Christine Eykholt Friesel, (812) 349-3261, cfriesel(at)mcpl.info

Built in 1835, Wylie House was the home of Indiana University's first president, Andrew Wylie, and his family. Today Wylie House is owned and operated by Indiana University as a historic house museum recreating the Wylie home prior to 1860. It is one of the few pre-1840 structures remaining in Bloomington and is open to the public. A large collection of Wylie family letters and personal papers are housed on-site and support historical interpretation of the museum.

Museum staff will work with students to develop internship experiences to meet their needs. Internships primarily include elements of historic research and small museum management essential to museum interpretation, collection maintenance, or exhibit curation.
Internship opportunities include the following:

- **Open Research**: The museum is always open to students who would like to do historical research or craft a historical argument related to an object in the collection or interpretive theme in the guided tour. The research would culminate in a final project that supports the interpretation of the museum. Projects could include a presentation to staff and volunteers, an exhibit (physical or digital), a paper, poster, or video, along with an associated annotated bibliography. This is an opportunity for students to engage with primary source materials, museum artifacts, and mid-nineteenth-century life as well as improving their historical research skills.

- **Inventory Plan**: An inventory plan was recently created at the Wylie House Museum; its intent is to document the collection in a thorough and systematic way. Interns will contribute to this effort by running reports, making notes of inventory, labeling objects, and updating the database. By the end of this project, the Wylie House Collection will be properly catalogued in collection management software (Past Perfect). Each room will have a notebook with an inventory list, photographs of the room, and an object move document. Each object will be correctly labeled using proper archival materials. Students would be assigned one room to inventory, and in the process, they would gain small historical museum management experience and become proficient in the use of the Past Perfect catalog program, widely used by historical museums throughout the country.

- **Speakers’ Series**: The Wylie House Museum plans to host speakers’ series on various nineteenth-century topics related to local and domestic history, such as food cultivation and preservation, the history of student life (boarding with local families, including President Wylie’s), local industry and economic trade, etc. This public series would also serve as an educational series for the Wylie House staff and volunteer docents. Interns will work with the museum director to create and plan the series, identify and solicit potential speakers, publicize the event, and provide supporting research. Students may also have the opportunity to curate physical or digital exhibits to run in tandem with the series. Students will gain educational series/event planning experience, refine research skills, and potentially curate small exhibits related to the educational speakers’ series at a small historic house museum and cultural heritage site.

- **Candlelight Open House** (annual community event): The Wylie House Museum holds an annual Candlelight Open House in December. This event invites the IU and local community to visit the museum, decorated and lit in the spirit of the time in which President Wylie and his family lived in the home. Traditionally, the house has been lit by candlelight and decorated, students and community volunteers dress in period attire to welcome visitors, traditional music and games are played, and food served. Interns help plan the open house activities and/or curate a small exhibit based upon researching the family holiday traditions and local life in the winter months during the Wylies’ time.

Contact Wylie House Director Carey Beam, (812) 855-1858, crbeam (at) indiana.edu.

Last Updated: 2/14/16