

Intern Position Description

Academic Year for Fall 2024

Intern Title: Research and Publications Intern

Functional Team: Research and Publications

Project Summary: Research and Publications Interns will work to gain experience and knowledge about working for a large research institution that has a broad reach. Interns will also work to fulfill the mission of the Kentucky Historical Society (KHS) and assist their supervisors throughout the organization succeed. The Research and Publications Intern will serve on a collaborative team that facilitates the creation of Kentucky history by making research materials accessible. The team also elevates what we know about Kentucky history by creating content and providing key publishing platforms for researchers, historians, and genealogists.

Essential Duties and Responsibilities: Responsibilities may vary regarding the comprehensive nature of position. Duties can include, but are not limited to:

- Researching and writing Kentucky state historical markers
- Researching and writing content for the “ExploreKYHistory” website and mobile app
- Researching and writing social media content, blogs, articles for our “Kentucky Ancestors” site and Facebook page, and more
- Transcribing historical documents
- Processing research files for the library
- Fulfilling research requests sent to the library
- Digitizing historical documents and images
- Assisting with exhibit research and public interpretive displays
- Assisting with content for *The Register of the Kentucky Historical Society*, KHS’s quarterly, peer-reviewed journal
- Assisting KHS’s America250KY team with content creation and development
- Other duties as assigned

Qualifications:

Education/Experience – Currently enrolled at College or University for the Fall Academic Semester. Pursuing a bachelor's degree or higher in history, museum studies, public history, library sciences, or related field.

Computer Skills – Advanced internet, word processing, database management, spreadsheets, and email use.

Special Requirements – Primary and Secondary research knowledge required. Adherence to professional codes of ethics and involvement in museum organizations.

Organization Skills – Must have strong organizational and administrative skills and the ability to work congenially with staff across the organization. Must be able to manage a project from concept to completion.

Working Conditions: This is an approximate 240-hour internship rewarding two stipend installments of \$1800 after successful completion of 120 working hours each for the grand total of \$3600. All taxes and forms associated with tax reconciliation, such as a W9, 1099, 1099-NEC are the responsibility of intern candidate. This position will prominently involve use of computer equipment with library, archival, and collections software. Conditions may require occasional lifting and moving of containers involving historical documents, records, and materials. While the official start date and schedule is negotiable between supervisor(s) and candidate(s), internship must be completed by December 31st, 2024.