

Contact: Sean Kelleher
2nd Vice President
Saratoga County History Center
historiantosaratoga@gmail.com
518-698-3210



Position Title: **American War of Independence 250th Anniversary Project Assistant Intern**
Reports to 2nd Vice President for Membership and Community Engagement
Location: Ballston Spa

Summary Description

The Saratoga County History Center's (SCHC) Saratoga County America 250! Committee is a special committee appointed to commemorate the 250th Anniversary of the American War of Independence (2025 – 2033) and the role that Saratoga County played in making American Independence. The SCHC American War of Independence Project Assistant Intern position will help assist with a variety of tasks including, but not limited to, committee support, development and implementation of engagement activities, and development of publications and social media.

Responsibilities:

- Work with the Saratoga County America 250! Committee to support their efforts to have the History Center commemorate the American War of Independence.
- Conduct historical research with specific focus on Saratoga County American War of Independence history.
- Meet with the committee representative once a week, or as needed, for progress reports.
- Create written copy and editing rough drafts submitted by authors inside and outside the history center.
- Working on permissions for images.
- Research, evaluate and develop content for upcoming special community engagement programming including walking tours.
- Help research and develop content for the history center's digital and traditional engagement, presence, including social media content, blog posts, and other mission-driven content.
- Research engagement initiatives to grow the history center's relationship with the community through the commemoration
- Feel comfortable providing in-person support during meetings at the Brookside Museum and surrounding Saratoga County, including organizing meetings, interacting with partners on an individual basis and assisting with tasks as required.
- Conducting research in the History Center's curatorial and research files and on-line.
- Check facts.
- The candidate must have an ability to work well with minimal supervision on a day-to-day basis.

The Intern will report directly to the SCHC's Saratoga County America 250! Committee.

Particular requirements include:

- Must be a recent college graduate or currently enrolled in an undergraduate or graduate studies program in History, Museum Studies, Community Organizing, Business or Public History.
- Ability to work autonomously and in a team environment.
- Flexible and willing to work across a broad range of tasks.
- Required interest in public history and/or organizational development and American War of Independence
- Desirable qualities include intellectual curiosity, strong work ethic, and attention to detail
- Preferred Qualifications:
 - Knowledge of Microsoft and Google programs (required)
 - The ability to work on multiple projects simultaneously, manage deadlines, and collaborate
 - Solid writing, proofreading, and editing skills
- Availability for 10-15 hours per week (teleworking option available)

About SCHC

The Saratoga County History Center cares for documents, photographs, and objects related to the history of Saratoga County. Our mission is to inspire community memory by telling Saratoga County's story through interactive and engaging exhibits, publications, and programs.

Contact:

Send resume and brief cover letter detailing your qualifications and Availability to sean@brooksidemuseum.org with the subject line of AWI PA Intern and your last name.

Program schedule:

SCHC runs a year-round internship program. If you are unable to join us for the sessions below, we welcome you proposing another period:

- Spring internship will run from January to May
- Summer internship will run from June to August
- Fall internship will run from September to December