

Contact: Sean Kelleher
2nd Vice President
Saratoga County History Center
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Position Title: **Community Engagement Intern**
Reports to 2nd Vice President for Membership and Community Engagement
Location: Ballston Spa

Summary Description

The SCHC Community Engagement Communications Internship position will help assist in the development and implementation of upcoming community engagement activities. A special interest is in assisting our history center partners and families, both in the Brookside Museum and in the communities of Saratoga County with exciting programs that ignite curiosity about the past.

Responsibilities:

- Research 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 public through special programming
- Work with our educators to develop, test, and facilitate multiple hands-on history drop-in activities that will go out to a variety of history partners and community events in Saratoga County.
- Feel comfortable providing in-person support during outdoor activities at the Brookside Museum and surrounding Saratoga County, including organizing events, interacting with visitors on an individual basis and assisting with tasks as required.
- Working independently to carry out research.

The Intern will report directly to the 2nd Vice President of Membership and Community Engagement.

Particular requirements include:

- Must be a recent college graduate or currently enrolled in an undergraduate or graduate studies program in History, Museum Studies, Public History, Environmental Studies, Social Studies, or related field.
- Excellent oral and written communication skills.

- Feel comfortable speaking publicly.
- Willingness to work with different audiences: children, youth, seniors, students with special needs, etc.
- Ability to work autonomously and in a team environment.
- Flexible and willing to work across a broad range of tasks.
- Ability to engage in weekly in-person activities, flexible in Tuesday to Sunday, afternoon and early evening settings. Regular availability at weekends is preferable.
- Support and develop our Hats Off Ambassadors and the Green Team programs.
- Support outreach initiatives to attract new audiences, including researching, writing, and
 - copy editing
- 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 15-20 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 Engagement 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