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

Summary Description

The SCHC Community Engagement Publications Internship position will help assist in the development of the community atlas and historic community calendars projects. The projects involved work in all phases of these publications.

Responsibilities:

- editing rough drafts submitted by authors inside and outside the history center,
- proofread and copyedit materials from authors, designers and printers,
- working on permissions for images,
- conducting research in the History Center's curatorial and research files and on-line,
- check facts,
- correspond with authors, designers and publishers
- Research and develop content for the historic community calendar.
- 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, English or comparative literature majors are preferred.
- A strong grasp of the mechanics of writing.
- 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.
- 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 Publications 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