

VIRGINIA HISTORY DAY INTERN JOB DESCRIPTION

Virginia Historical Society

Programs Division/Education Department

Title: Virginia History Day Intern

Reports to: Virginia History Day Coordinator

Days/hours per week:

- 8-10 hours a week, paid \$10.00 per hour
- Flexible with occasional evening and weekend work; Monday, Wednesday, or Friday mornings ideal

Education and Experience:

- Minimum 3.0 GPA
- Open to all majors
- History, Art History, Museum Studies, or Education encouraged to apply

Start date: January 16

Summary:

The Virginia History Day intern will assist the Virginia History Day Coordinator in preparing for the 2018 competition to be held on Saturday, April 21st at the Virginia Historical Society.

Duties and Responsibilities:

- Assist in day-of event logistics
- Prepare mailings and solicitation materials for the competition
- Research and create lists of prospective sponsors, educators, and schools
- Assist in volunteer stewardship and follow-up correspondence
- Attend event meetings as needed

Knowledge and Skills:

Required:

- Experience working with the public
- Strong written and oral communication skills
- Acute attention to detail

- Proficient in Microsoft Office, especially Excel
- Must be flexible in April during the event's busiest time
- Must attend the event on Saturday, April 21st
- Must pass a background check

Preferred:

- Experience working in a non-profit environment before, particularly with events
- Experience working with secondary students and teachers

Physical abilities required:

- Ability to lift 15 pounds
- Ability to stand/walk for 90 minutes

Application Requirements:

- Resume
- Cover Letter
- Letter of recommendation from professor
- Completed online application
- Applicants must be over eighteen
- Completion of interview with Education staff
- Application deadline: December 03, 2017 for Spring 2018
- For more information, please contact Christina Vida, Virginia History Day Coordinator, at cvida@vahistorical.org