



## Virginia War Memorial Internship Offerings

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## Education Internship

**Title:** Education Intern

**Reports To:** Jim Triesler, Director of Education

**Status:** Academic Internship

**Time:** 135 hours in a semester

### **About the Virginia War Memorial**

The Virginia War Memorial is the Commonwealth of Virginia's premier monument, museum, and educational center dedicated to Virginians who served to defend the United States from World War II through today. Our mission at the Virginia War Memorial is to honor veterans, preserve history, educate youth, and inspire patriotism in all.

### **Position Summary**

This position is intended to assist the Education Department with a variety of tasks depending on projects and on-going departmental needs. This position will expose the student to all aspects of museum education including the following: research, resource development, and community outreach.

### **Job Functions**

- Contribute to research for museum education resource development and shrine database
- Assist in supporting school programs (i.e., field trips, teacher institutes, or school outreach)
- Assist with research and program creation by using various resources and research platforms (access provided by VWM)
- Support major events held by VWM in various roles as needed
- Assist with virtual programming – researching topics, creating engaging presentations
- Assist with basic department duties as assigned by supervisors
- Opportunity to explore areas of interest: program creation, presentations, leading tours, digital engagement, research projects

### **Position Requirements**

- Currently enrolled at a college or university in the field of history, museum studies, secondary education, or related field
- Computer proficiency, with Microsoft Office Suite
- Knowledge in current research methods, including online resources and primary sources
- Strong writing skills
- Current GPA of 2.7 or higher

### **Physical Demands and Work Environment:**

Mobility required for the movement of artifacts and presentations, computer utilization, communication one-on-one and in meetings. This is an unpaid academic internship. No benefits or monetary compensation will be provided.

### **Application Procedure:**

Please submit an application, resume, and letter of interest



## Collections Internship

**Title:** Collections Intern

**Reports To:** Jesse Smith, Curator

**Status:** Academic Internship

**Time:** 135 hours in a semester

### **About the Virginia War Memorial**

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### **Position Summary**

This position is intended to assist the curator with a variety of tasks depending on projects and on-going needs. This position will expose the student to all aspects of collections management including the following: research, proper handling, basic preservation, and cataloging of artifact.

### **Job Functions**

- Contribute to research for collections database
- Assist in project support, working on large projects for the curator regarding the collection
- Utilize various research platforms to create the most rounded project fulfillment
- Support major events held by VWM in various roles as needed
- Assist with basic department duties as assigned by supervisor
- Opportunity to explore areas of interest within collections management and potentially assist with exhibit installation as needed

### **Position Requirements**

- Currently enrolled at a college or university in the field of history, museum studies, library science, or related field
- Computer proficiency, with Microsoft Office Suite
- Knowledge in current research methods, including online resources and primary sources
- Strong writing skills
- Current GPA of 2.7 or higher

### **Physical Demands and Work Environment:**

Mobility required for the movement of artifacts and installation, computer utilization, communication both in meetings and one-on-one. This is an unpaid academic internship. No benefits or monetary compensation will be provided.

### **Application Procedure:**

Please submit an application, resume, and letter of interest



## Archives Internship

**Title:** Archives Intern

**Reports To:** Sylvia Marshall, Archivist

**Status:** Academic Internship

**Time:** 135 hours in a semester

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### **Position Summary**

This position is intended to assist the Archivist with current and ongoing projects. This position will allow students to learn about the behind-the-scenes work to preserve and organize historical documents and photographs. Students will have the chance to hone their skills in the following: research, processing, digitization, reference, and outreach.

### **Job Functions**

- Contribute to ongoing digitization of our collections.
- Process and make available for research-use several unprocessed accessions, including the creation of finding aids.
- Assist with the VWM Oral History Project – conducting oral histories, cataloguing interviews, cleaning up transcriptions.
- Help the Archivist with research requests from staff and help them use the Archive.
- Assist with other department duties as assigned by supervisor.
- Opportunity to explore areas of interest: presentations, community outreach, transcription, data entry.

### **Position Requirements**

- Currently enrolled at a college or university in the field of history, museum studies, library science, public history, or related field
- Computer proficiency, with Microsoft Office Suite
- Knowledge in current research methods, including online resources and primary sources
- Detail-oriented with strong organizational skills
- Current GPA of 2.7 or higher

### **Physical Demands and Work Environment:**

Mobility required for the movement of boxes and other material, computer utilization, independent and collaborative work. This is an unpaid academic internship. No benefits or monetary compensation will be provided.

### **Application Procedure:**

Please submit an application, resume, and letter of interest



## Combined Internship

**Title:** VWM Intern

**Reports To:** Multiple supervisors

**Status:** Academic Internship

**Time:** 135 hours in a semester

### **About the Virginia War Memorial**

The Virginia War Memorial is the Commonwealth of Virginia's premier monument, museum, and educational center dedicated to Virginians who served to defend the United States from World War II through today. Our mission at the Virginia War Memorial is to honor veterans, preserve history, educate youth, and inspire patriotism in all.

### **Position Summary**

This position is intended to assist multiple departments with a various task and projects that support education, preservation, and collection needs at the Virginia War Memorial. Students may choose to intern with the education and archives, collections and archives, or education and collections depending on the needs of the departments and availability. Interns will spend half their internship to with one department and the other half with another department.

### **Position Requirements**

- Currently enrolled at a college or university in the field of history, public history museum studies, library science, or related field
- Computer proficiency, with Microsoft Office Suite
- Knowledge in current research methods, including online resources and primary sources
- Strong writing skills
- Digital technology proficiency
- Current GPA of 3.4 or higher

### **Physical Demands and Work Environment:**

Mobility required for the daily tasks that include movement of objects such as chairs and tables, communication both in meetings and one-on-one. This is an unpaid academic internship. No benefits or monetary compensation will be provided.

### **Application Procedure:**

Please submit an application, resume, and letter of interest