



County Historian's Office Intern

Put your computer & research skills to great use with our historical and archival material to gain a better sense of public history, archives & collections management, online exhibition building, and other projects!

Role and Responsibilities:

- Assist with HRVH digital scanning/metadata initiative
- Assist with implementation of Archives Collection management software PastPerfect
- Assist with archives collections management
- Assist with genealogy and other historic topics research (e.g. WWI, Women's Suffrage, Philipse Patent and NYS Colonial land issues)
- Assorted clerical duties

Qualifications and Education Requirements:

Must be enrolled in College at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

- Archival/Library Science/Information Management MS Program
- Public History

Preferred Skills:

- Strong PC/Microsoft Suite/Adobe computer skills
- Scanning & metadata entry
- PastPerfect collections software experience
- Ability to multitask & friendly attitude
- Scholarly Research Skills
- Indexing

Department: County Historian's Office

Location: 68 Marvin Avenue, Brewster, NY

Salary: High School Student \$8/hr.

College Student \$9/hr.

Graduate Student \$10/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Sallie Sypher/Jennifer Cassidy

