



## DEPARTMENT OF HISTORY

INDIANA UNIVERSITY  
College of Arts and Sciences  
Bloomington

### **Guide to Local History Internship Opportunities Indiana University Bloomington**

*To learn more about a particular opportunity contact the organization directly using the information listed at the end of each announcement.*

*For more information about the IU history department's internship requirements, contact Dr. Susan Ferentinos, [sferenti \(at\) indiana.edu](mailto:sferenti@indiana.edu).*

#### ***American Historical Review***

**914 E. Atwater Avenue, Bloomington, IN**

<https://www.historians.org/publications-and-directories/american-historical-review>

The *American Historical Review* (AHR) is the official publication of the American Historical Association and brings together scholarship from every major field of historical study. The journal also publishes approximately 1,000 book reviews per year, surveying and assessing the most important contemporary historical scholarship in the discipline. The AHR intern will assist with the book review process and be responsible for the "Collected Essays" section and "Digital Primary Sources" section of the journal, which are both published five times a year. Other duties may include entering books into the AHR database and facilitating the growth of a comprehensive online listing of open-source digitized primary sources. The intern will acquire firsthand experience working with a leading history journal and a greater appreciation of academic publishing.

Requirements: Must be a junior or senior history major.

To apply, please send a cover letter and brief résumé to AHR Interim Editor Alex Lichtenstein, [alichtens \(at\) gmail.com](mailto:alichtens@gmail.com).

#### **Bloomington Restorations, Inc.**

**2920 E. 10<sup>th</sup> St., Bloomington, IN**

<http://www.bloomingtonrestorations.org/>

Bloomington Restorations, Inc. (BRI) is a not-for-profit historic preservation group serving Bloomington and Monroe County. The organization works to save endangered historic buildings, provide affordable housing, and raise awareness of the significance of the community's old buildings and neighborhoods. BRI offers unpaid internships that train students to assist in carrying out the organization's programs. Interns have documented the condition of the more than 80 historic buildings BRI protects through deed restrictions, assisted with preparing neighborhood historic sites and structures surveys, and helped with property restoration efforts.

Contact BRI Executive Director Steve Wyatt, (812) 336-0909, or [bri \(at\) bloomingtonrestorations.org](mailto:bri@bloomingtonrestorations.org).

**Division of Historic Preservation and Archaeology  
State of Indiana**

**402 W. Washington St., Indianapolis, IN**

<http://www.in.gov/dnr/historic/>

***SUMMER ONLY***

Summer interns work within the Division of Historic Preservation and Archaeology (DHPA) under the supervision of professionals in the fields of archaeology, architectural history, social history, preservation, and library science. Potential interns must fill out an application.

Duties could include:

- Creating displays for public education tables and staffing those events
- Assisting with the maintenance of the Division's website
- Organizing, writing stories for, and publishing the Division's e-newsletter
- Attending the Division's Outreach Committee meetings
- Assisting with the creation of outreach pieces for all programs of the Special Project Section
- Attending outside meetings affiliated with the Division's cooperative programs
- Conducting histories of the Underground Railroad and writing Network to Freedom applications
- Completing cemetery research, filling out Cemetery and Burial Ground Registry Forms, and entering data into an online database
- Assisting with the GIS project for the mapping of historic sites
- Working with the Indiana Memory project
- Researching historic theaters; inputting data into the online database
- Working with the Jewish Heritage Initiative for research and outreach
- Attending internal meetings, making site visits, and meeting with other members of the staff to learn about the Division's responsibilities

Contact DHPA Director of Special Initiatives Jeannie R. Regan-Dinius, (317) 234-1268, [jrdinius \(at\) dnr.in.gov](mailto:jrdinius@dnr.in.gov).

**Indiana University Archives  
Wells Library, Indiana University Bloomington**  
<https://libraries.indiana.edu/archives>

The Indiana University Archives is a department within the IU Library system. As an archives, the primary mission is to collect, organize, make accessible and preserve records documenting Indiana University's origins and development and the activities and achievements of its officers, faculty, students, alumni and benefactors. The IU Bloomington Archives is the largest and most comprehensive source of information on the history and culture of Indiana University.

Each semester the Indiana University Archives offers four internship positions in these areas: arrangement and description, outreach and public services, digital preservation, and IU Bicentennial projects such as oral history, with some opportunity for overlap. Applications including a résumé and cover letter indicating area of interest are due February 15<sup>th</sup> (for summer internships), June 15 (for fall internships) and October 15 (for spring internships). Applicants will be notified within 1 week regarding their acceptance.

Contact the University Archives Director Dina Kellams at 812-855-2323 or [dmkellam \(at\) indiana.edu](mailto:dmkellam@indiana.edu).

**Indiana University Press**  
**Wells Library, Indiana University Bloomington**  
<http://www.iupress.indiana.edu/>

Indiana University Press (IUP) is an international scholarly book and journals publisher, located on the Bloomington campus, at 10th and Jordan in Wells Library 350 (third floor east). The press acquires, contracts, and publishes more than 120 new scholarly-academic and trade books each year and publishes approximately thirty international scholarly journals in the humanities. Twenty percent of IUP books are from IU faculty; the balance is from scholars at other institutions around the world. Semester- and year-long internships are available. Internships are awarded on a competitive basis, only when submissions and staffing needs warrant. Applicants are advised to contact IUP as soon as possible to express interest in applying for internships in coming years or semesters.

Internship opportunities include the following:

- **Acquisitions Intern:** IUP editorial interns participate in the daily activity of the acquisitions department, working directly with two or more assistant editors and under the supervision of the editorial director. Duties will include, but may not be limited to, processing contracts, updating project information in Press databases, sending correspondence, assisting with artwork and permissions logs, and preparing manuscripts for publication. Opportunities for independent research and observing editorial board meetings will be afforded. The internship will help students interested in academic publication, graduate school in the humanities, or professional opportunities in media, research, communications, library science, or book publishing. This internship is designed to cover two semesters. Deadline for Summer/Fall internship is March 1, 2017. To apply, please send a brief résumé and cover letter to Paige Rasmussen, [parasmus \(at\) indiana.edu](mailto:parasmus@indiana.edu).
- **Managing Editorial Intern:** Duties of an editorial intern will include but are not limited to copyediting indexes, proofreading manuscripts, and preparing manuscripts for Production and Design. Interns work closely with project managers to develop their editorial skills and familiarity with the academic publishing landscape. For best student outcomes, two-semester internships are preferred. Interested students should direct inquiries and send a brief résumé and cover letter to Nancy Lightfoot, [nlightfo \(at\) indiana.edu](mailto:nlightfo@indiana.edu).
- **Journals and ePublishing Intern:** Interns gain experience in editorial processes and workflows in the production of more than two dozen academic, peer-reviewed scholarly journals across a variety of humanities and social science disciplines. Interns learn about the production processes and may work on special projects related to their publication. In addition, interns working in our electronic publishing department assist in the production and conversion of IU Press titles to their ePub counterparts, help with their distribution among our e-book vendors and commercial distribution partners, and work on projects in our accelerated publishing program. Contact Michael Regoli, 812-855-3830, [regoli \(at\) indiana.edu](mailto:regoli@indiana.edu) for inquiries about internships in journals and electronic publishing at IU Press.
- **Sales and Marketing Intern:** Duties include sales research, developing and building press kits, implementing promotions to trade and education customers, and additional office duties and research as needed. Interns will participate in the daily activity of the sales and marketing department, working directly with the department manager and supervisors. The internship will build skills and experience for students interested in professional sales and marketing opportunities, communications and publicity, research, library science, or mainstream publishing. Contact Michelle Sybert, 812-855-5031, [msybert \(at\) indiana.edu](mailto:msybert@indiana.edu) for inquiries about internships in sales and marketing at IU Press.

### ***Journal of American History***

#### **Digital Media Intern**

**1215 E. Atwater Avenue, Bloomington, IN**

<http://www.journalofamericanhistory.org/>

The *Journal of American History* (*JAH*) is the leading scholarly publication and journal of record in the field of American History. The *JAH* Digital Media Intern will aid in the creation of the *Journal's* new online blogging and social media initiatives. In particular, the intern will assist in the production of content for a *JAH* blog by communicating with historians around the world, collaborating with the *Journal's* editors and editorial assistants as well as proofing and editing blog content. The intern will also be involved in maintaining a social media presence for the *Journal*. Through this experience, the intern will gain hands-on experience in the world of academic publishing and the exciting new field of digital history.

**Qualifications:** Must be a junior or senior history major, preferably with experience developing social media or web projects.

Contact *JAH* Acting Editor Steven Andrews, (812) 855-2816, standrew (at) indiana.edu.

### **Mathers Museum of World Cultures**

**416 N. Indiana Avenue, Bloomington, IN**

<http://www.indiana.edu/~mathers/>

The Mathers Museum of World Cultures is Indiana University's museum of ethnography, ethnology, and cultural history. Through its research, collections, exhibitions, and public programs, the museum is dedicated to preserving and promoting knowledge of the world's cultures, past and present. In practicum (internship) and volunteer roles, the museum hosts students with diverse intellectual interests, skills, and career goals. History is a core discipline for the museum, and history students are invited to become involved in its programs and activities.

The *Mathers Museum of World Cultures Practicum Guide* is published online each fall and spring semester prior to registration. It provides an application form, descriptions of various positions commonly available at the museum, general expectations for practicum students, specific positions available, contact information for specific museum departments, and deadlines and other relevant dates. History students interested in pursuing a practicum for history credit are directed to consult the practicum guide and to work to secure both a placement at the museum (via application and contact with a relevant museum staff supervisor) and a faculty member from the Department of History willing to oversee enrollment in HIST-X473.

For contact names and other information, find the *MMWC Practicum Guide* online at:

<http://www.mathers.indiana.edu/museumprac.html>

### **Monroe County History Center**

**202 E. 6<sup>th</sup> Street, Bloomington, IN**

<http://www.monroehistory.org/>

The mission of the Monroe County History Center is to foster a deeper understanding and appreciation of Monroe County's history, culture, and natural environment by preserving our history, creating informative exhibits and public programs, and promoting collaborative outreach.

Internship opportunities include (but are not limited to):

- Working in the Collections Department to conduct research on artifacts, assist with the maintenance and preservation of artifacts, and assist in the accessioning and de-accessioning of artifacts
- Assisting the Exhibits Department in the development of upcoming exhibits, including doing research, helping with the design and fabrication of exhibits, preparing text for labels, etc.

- Conducting local history research and oral history in the Research Library to support exhibit development and public programs, organizing and cataloging documents and records, transcribing documents, and assisting with an expanding digitization program
- Assisting the Education Department with the development and implementation of programs designed for diverse audiences; assisting with the training of volunteer docents
- Working with the staff on assorted technology elements, including interactive components in the galleries and greater use of social media and the web
- Serving as a greeter at the front desk

Contact the MCHC Executive Director Dana Beth Evans, (812) 332-2517, director (at) monroehistory.org, or MCHC Operations Manager Rose Merrick, (812) 332-2517, MCHCoperations (at) gmail.com.

### **Wylie House Museum**

**307 E. 2<sup>nd</sup> Street, Bloomington, IN**

<https://libraries.indiana.edu/wylie-house-museum>

Built in 1835, Wylie House was the home of Indiana University's first president, Andrew Wylie, and his family. Today Wylie House is owned and operated by Indiana University as a historic house museum recreating the Wylie home prior to 1860. It is one of the few pre-1840 structures remaining in Bloomington and is open to the public. A large collection of Wylie family letters and personal papers are housed on-site and support historical interpretation of the museum.

Museum staff will work with students to develop internship experiences to meet their needs. Internships primarily include elements of historic research and small museum management essential to museum interpretation, collection maintenance, or exhibit curation. We invite you to join us at this lovely local/campus heritage site!

Internship opportunities include the following:

- Interpretation/Research: The museum is always open to students who would like to do historical research or craft a historical argument related to an object in the collection or interpretive theme in the guided tour. The research would culminate in a final project that supports the interpretation of the museum. Projects could include a presentation to staff and volunteers, an exhibit (physical or digital), a paper, poster, or video, along with an associated annotated bibliography. This is an opportunity for students to engage with primary source materials, museum artifacts, and mid-nineteenth-century life as well as improving their historical research skills. Current topics of interest: representative interpretation (strengthening knowledge and information related to people under-represented in history—women, African Americans, LGBTQ, international students, local immigrant populations).
- Inventory Plan: An inventory plan was recently created at the Wylie House Museum; its intent is to document the collection in a thorough and systematic way. Interns will contribute to this effort by running reports, making notes of inventory, labeling objects, and updating the database. By the end of this project, the Wylie House Collection will be properly catalogued in collection management software (Past Perfect). Each room will have a notebook with an inventory list, photographs of the room, and an object move document. Each object will be correctly labeled using proper archival materials. Students would be assigned one room to inventory, and in the process, they would gain small historical museum management experience and become proficient in the use of the Past Perfect catalog program, widely used by historical museums throughout the country.

Contact Wylie House Director Carey Beam, (812) 856-2353, crbeam (at) indiana.edu.

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