

HISTORY

Requires Professor Jeff Jackson's signature on internship applications. Pre-Legal and Policy Internships (History 461) are normally offered in the fall and carry 2 credits. Public History Internships (History 360) are offered in the spring and carry 4 credits. Students who have completed a Public History Internship (History 360) may also participate in a second Public History Internship in a fall semester. This second Public History Internship will only carry 2 credits. Please note that History 360 qualifies for F11 credit, while History 461 does not.

The following are Public History Internships (History 360); these internships are eligible to fulfill the F11 requirement.

The Blues Foundation: Work with radio staff to help stations get needed show material. Assist with organizing talent for the W.C. Handy Awards and Beale Street Caravan. Help with membership and affiliate promotions. Interns will also work with publicity and media. Interest in public relations required, especially in the blues genre.

Dixon Gallery and Gardens: The Dixon Gallery and Gardens internship will provide the student with an introduction to standard museum practice, providing professional experience and useful skills for future museum employment and further study to the field. Interns will assist the curator with researching documentation, bibliography and archives related to exhibitions including art, social history, literature and music.

Friends of the Levitt Shell, Archival Intern: The Levitt Shell has over 300+ donated items that they would like to inventory and label. The intern would assist in the sorting, cataloguing, indexing, scanning, describing, and organizing of these items. The intern will also research items to the extent necessary.

Lausanne Collegiate School, Archive Intern: Research, catalog, and digitalize Lausanne literary, theatrical, and sports endeavors; convert VHS video and slide to digital format; assist with the installation and de-installation of current and upcoming exhibits; assist in establishing education units and traveling trunks program.

Memphis Cotton Museum, Visitor Services Intern: Welcome visitors to the museum; Give visitors an introduction to the museum and its exhibits; Check on visitors throughout their visit and answering any questions they have; Lead scheduled tours of large (10+) groups.

Memphis Cotton Museum, Collections/Special Exhibits Intern: Process and document new artifacts; Create and/or modify exhibits in the history gallery with new artifacts; Maintain and update current exhibits

Memphis Cotton Museum, Community Outreach Intern: Develop and implement a handful of community-focused events or programs during the course of the semester; Work with a small nonprofit budget and the rest of the Cotton Museum team to produce these events/programs; Produce a roadmap for a sustainable event or program (i.e. "how will we do this next year?")

Memphis Gay and Lesbian Community Center, Historical Archive Intern: Responsibilities include organizing the periodical collections at MGLCC and Rhodes College; organizing the 20,000+ photo bank and creating collections at MGLCC and Rhodes College; managing the contact list, scheduling interviews, crafting interview questions, and compiling transcripts for the oral history project; assisting in the organization, data entry, and scanning tasks associated with MGLCC's local LGBTQ history timeline; participating in the decision-making process around how, when, and what to keep in the official MGLCC archives, and what to distribute to other local collections. This internship is designed to help the intern build skills around 1) preserving documents, periodicals, pictures, and film for historical use, 2) organizing, scheduling, conducting, and transcribing interviews to preserve oral histories, 3) bridging the gap between interested MidSouth residents and archival materials, and 4) promoting LGBTQ history community education projects.

Memphis Heritage: Assist with the many preservation activities of this non-profit educational and charitable organization. Examples of projects may include: writing for The Keystone (a publication that serves as the voice of the Memphis Preservation Community); assisting with the MHI Annual Preservation Awards; assisting with the Architectural Auction; assisting with the Annual Preservation Series (an educational series encompassing topics of Memphis historic architecture and neighborhoods).

Memphis/Shelby County Public Library & Information: The internship provides training in processing manuscript collections (analyzing and organizing materials, preservation of material, and preparation of a computer-generated guide to the collection). At the end of the semester, the intern's project will be bound and entered in the Library's catalog, providing a permanent record of the student's work.

Mississippi River Heritage Internship: Combines work at the Mississippi River Museum at Mud Island with history related work at Beale Street Landing. Duties include conducting historical research for exhibits and tours, as well as engaging in marketing and promotional work.

National Civil Rights Museum, Administrative Intern: Research content and information related to museum programs; Assist with program development and execution; Assist with special event planning, development and execution; Complete policy research and development (emergency planning, historic preservation); Complete special reports (economic impact, demographics, facility use). Please send a resume and letter of interest, articulating the skills you can bring to the museum and the skills you wish to acquire through an internship to: Tracy Lauritzen Wright (Director of Museum Partnerships & Compliance) at tlauritzenwright@civilrightsmuseum.org

National Civil Rights Museum, Communications Intern: Perform media-related duties such as write media releases and alerts, manage media at events, track coverage; Raise brand awareness to convert online visitors to onsite guests, donors or volunteers; Maintain top-of-mind awareness and strong social media presence that encourages audiences to learn about civil rights history and open dialogue on current issues; Conduct online searches, extrapolate information from museum exhibits, learn history, and manage content that encourages museum visits, visitor reviews and create an engaging digital presence; Conduct comparison analysis of communication channels to capture younger museum audience; Develop promotional strategy for online retail store; Develop newsletter articles and internal communications; Learn email marketing software and media monitoring services, website and social media aggregate tools. Please send a resume and letter of interest, articulating the skills you can bring to the museum and the skills you wish to acquire through an internship to: Tracy Lauritzen Wright (Director of Museum Partnerships & Compliance) at tlauritzenwright@civilrightsmuseum.org

National Civil Rights Museum, Collections Education Intern: Assist Registrar with object cataloging and archive processing; Assist in research, development and execution of public programs; Research and develop education materials; Assist with special event planning, development and execution; Assist with exhibition installation and documentation. Please send a resume and letter of interest, articulating the skills you can bring to the museum and the skills you wish to acquire through an internship to: Tracy Lauritzen Wright (Director of Museum Partnerships & Compliance) at tlauritzenwright@civilrightsmuseum.org

National Civil Rights Museum, Development Intern: Assist in development of a member program; Research a grant or funding prospect; Assist in the planning, development and execution of the annual Freedom Award fundraising event. Please send a resume and letter of interest, articulating the skills you can bring to the museum and the skills you wish to acquire through an internship to: Tracy Lauritzen Wright (Director of Museum Partnerships & Compliance) at tlauritzenwright@civilrightsmuseum.org

National Civil Rights Museum, Operations Intern: Provide IT services: manage service requests, maintain equipment, update software, research new initiatives; Fulfill administrative tasks: Research facility equipment needs, assist with project management; Aid retail manager in daily operations; Aid Guest Services manager thorough research and administrative support; Assist with special event planning, development & execution. Please send a resume and letter of interest, articulating the skills you can bring

to the museum and the skills you wish to acquire through an internship to: Tracy Lauritzen Wright (Director of Museum Partnerships & Compliance) at tlauritzenwright@civilrightsmuseum.org

Pink Palace Museum Collections: The intern selects a research topic within an area of interest—anthropology, botany, geology, history, or zoology for research. The intern is assigned a collection of objects to describe in detail. The intern is then requested to produce a "user catalogue" consisting of a background paper and detailed descriptions of the objects. The intern is also encouraged to participate in a field-collecting trip and to interact with the administration, exhibits, and education departments.

Victorian Village, Inc. Community Development Corporation: Victorian Village, Inc. exists to create a vibrant and diverse urban neighborhood that treasures our architectural heritage and builds a community that is safe, clean, and prosperous. Interns would help with efforts to develop the Victorian Village as a site for heritage tourism.

Shelby County Archives: The Shelby County Archives protects, preserves, and provides public access to the permanent historical records of Shelby County Government. Interns will work on processing records, particularly those of the Shelby County Chancery Court during the nineteenth and early twentieth centuries. Processing includes humidification, flattening, foldering, indexing, and boxing of the records, so as to increase their accessibility to researchers. Chancery Court deals with cases of equity, which often involves private property, commercial property, estates, and possibly slaves.

Stax Museum: The Stax Museum is working towards making its vast collection of archival materials related to the history of Memphis' own Stax Records more accessible to a public audience. The prospective intern will work closely with staff to catalog, identify areas of special care or need, and to update the collections database.

Temple Israel (1): Catalog metadata of Collection into Archives cataloging systems, catalog existing collections in a consistent manner, properly handle fragile and rare archival materials, support the preparation of materials for digitization, assist with digitization and re-housing of analog items. Experience with PastPerfect or similar system is preferred.

Temple Israel (2): Intern will assist with the digitization of historic documents, work with Rhodes IT department and Temple Israel Archives to create comprehensive database for the public to search and locate grave locations and information; implement a comprehensive cemetery marker survey to identify and catalog individual markers in the cemetery, physically mapping out the cemetery.

The following pre-legal and policy internships carry 2 credits; they do not fulfill the F11 requirement. Students must register for History 461.

Holland & Associates, PLLC: Work with a "holistic" lawyer in office work and legal project such as a legal brief, legal memorandum, settlement or negotiation letter; meet with supervising attorney at least bi-weekly; participate in trials when possible. Holistic law is a multidisciplinary, or more client-oriented and problem-solving oriented approach to legal problems, than traditional legal practice which tends to be more litigation and adversarial in approach.

Law Offices of J. Vincent Perryman: Assist attorneys in drafting legal memoranda, legal briefs, and demand letters, as well as performing legal research in a law firm that practices family law, probate law, estate planning, business law, and tax law. The intern will participate in court and trials when possible and will meet with a supervising attorney at least once a week to discuss progress and assignments.

Lawrence & Russell: Interns must possess excellent organizational skills and basic computer knowledge to provide assistance to Case Managers and Associates in an East Memphis law firm that focuses on employee benefits/labor and employment law. As these positions require direct interaction with our firm's senior partners, the applicant should be self-driven and possess excellent writing skills. The applicants must be able to work independently and to work well with others. Undergraduate interns will assist the firm's staff with a variety of legal tasks. For example, the selected individual(s) will conduct detailed telephonic interviews and will negotiate with attorneys nationwide to settle lien claims on behalf of Lawrence & Russell's clients. The intern(s) will be responsible for supporting a wide variety of assignments and responsibilities and will be exposed to a range of legal issues.

Juvenile Court of Memphis & Shelby County's Volunteer Services Bureau, Administrative Technician Intern: Conduct probationer orientation with the child and his/her legal guardian; assist APS Coordinator with probationer case assignments to Auxiliary Probation Officers; accept new probation cases and close completed probation cases; conduct Summons Conferences with 1st and 2nd time misdemeanor offenders; conduct Day Reporting Conferences with probationers and families; contact volunteer applicants to schedule interviews, trainings, background checks as needed. Assist with interviews and trainings as needed; Enter probationer monthly status reports into Court database; Attend on-site meetings with Volunteers and Staff.

Shelby County Commission, Legislative Operations Intern: Provide administrative support to the Executive Secretary-Chief Executive. Draft correspondence as needed. Work to resolve constituent complaints and answer commissioners' inquiries, furnishing information regarding tasks or projects. Serve as staff support during Commission, committee, and community meetings. Coordinate/work neighborhood and community meetings/field activities. Must be able to type at least 45 WPM and be proficient in Microsoft Office. Professional writing skills, ability to multitask, and strong organizational capabilities are a plus.

In consultation with the department chair, students can also choose to complete a History Workplace Internship and receive 2 credits. History Workplace Internships take the form of any approved academic internship, in any department, from the list of sites maintained by Career Services. Such internships do not fulfill the F11 requirement.