JOB TITLE: Oral History Intern
DEPARTMENT: Museum (Exhibitions, Collections & Education)
DATE: June 2020

POSITION OVERVIEW:
The Oral History & Curatorial Intern will work under the supervision of the VP for Collections & Oral History and the Associate Oral Historian. The internship will provide the opportunity to develop practical skills in a museum environment, will introduce the student to a diversity of museum professionals and practices, and will enable the intern or extern to interact with museum collections curators and oral historians on all aspects of their work, including research, writing, outreach, and administration.

INTERNSHIP SCOPE:
The intern also will assist with organizing and preparing the oral history collection for public access and research. This is a multi-year and multifaceted endeavor involving research, writing acquisition rationales, and summarizing and indexing oral histories. The intern will assist with research into gifts offered to the collection by individuals who have recorded oral histories and preparing preliminary formal written acquisition rationales. The intern will conduct research as assigned on various topics. There may be opportunities to edit audio files and assist in outreach and recording.

ESSENTIAL FUNCTIONS:
The intern will be actively engaged in the following activities:
- Indexing oral history recordings
- Drafting accurate summaries or digests of recorded interview content, noting specific words, phrases, and sentences of resonance and those related to specific historical themes
- Assisting with recordkeeping, tracking, and cataloguing, with an emphasis on consolidating accurate information
- Conducting research involving oral history candidates and artifacts offered to the collection

GENERAL QUALIFICATIONS:
- Currently enrolled at an accredited college or university and completed at least 3 years of study. Graduate students are encouraged to apply.
- Excellent written and oral communication skills
- Demonstrated research, writing, and organizational skills
• Familiarity with relevant computer programs, including Microsoft Office suite. Experience with OHMS is preferable but not required.

QUALIFICATIONS/SKILLS REQUIREMENT

• The summer internship program runs Monday, June 1, 2020, through Friday, August 7, 2020. This internship is offered for five days/week.
• Graduate or undergraduate student with commitment to history, public history, oral history, American studies, museum studies, material culture, memory and trauma, or related fields of study.
• Interest in oral history, preferably demonstrated by successful completion of at least one class or project utilizing oral history, or prior internship incorporating oral history.
• Excellent listening and writing skills, particularly the ability to synthesize and summarize accurately.
• Excellent computer skills and willingness to learn new programs, including in-house database and audio editing programs.
• Ability to work independently and collaboratively.
• Ability to work with difficult content, often of an emotional or graphic nature.
• Willingness to engage with material relating to September 11, 2001 and February 26, 1993.

Note: Individuals participating in an externship/internship position are not disqualified from, but are not entitled to, a position with the National September 11 Memorial Museum during or upon completion of their externship/internship.

HOW TO APPLY

• Include job title in the email subject field.
• Please state the location where job posting was seen.
• Send cover letter and resume to 9/11 Memorial Jobs - Museum Collections:
  911mmcollectionsjobs@911memorial.org