SUMMER 2019 INTERNSHIP ANNOUNCEMENT

Library Services: Oral History

Position Title: Oral History
Preferred Start Date: May 27, 2019
Duration: Until August 23, 2019
Days required per week: 3-5
Hours required per day: 20-40 hours per week

Position Information

Interns will perform a wide variety of administrative and IT related tasks in the processing of oral history interviews, to include creating excerpts from audio and video interviews, scanning photos and developing captions for the same, managing an access data base used for tracking interviews and many other tasks. Conduct research on specific oral history subjects, developing study aids for interviewers on specific projects. Interns will become familiar with the entire oral history process, from interviewing to archiving. Processing duties rely heavily on computer technology.

Knowledge, Skills, and Abilities

Those majoring in contemporary U.S. History, Political Science or Library Science/Historical Administration. The position is ideal for those who both love history and/or politics and possess solid computer skills. Preference will be given to upper level undergrads in IT fields, contemporary U.S. History, political science, military history or social history, or graduate level library science/historical administration majors, and those who can exhibit a mastery of basic computer software and applications.

Candidates must have a familiarity with Microsoft Office products, especially Word, Excel and preferably Access, and a willingness to learn new computer software and hardware applications. They should also be thoroughly knowledgeable in methods of scholarly research, possess strong writing skills. Processing of interviews requires interns who are thorough in their approach to work, and who have a strong attention to detail.

To Apply

Submit a complete internship package by mail or email including the following:
- Completed and signed Internship Application Form
- Resume
- Writing Sample
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
  - Personal goals
  - Expectations of intern experience
  - How the internship relates to career plans
  - What he/she believes they can contribute to the Museum and/or Library
  - Special interests and abilities
- If doing this for university credit, supply school requirements and advisor’s name and contact information

Mail or email your completed application package to:
Abigail Cline
Education Coordinator
Abraham Lincoln Presidential Library and Museum
112 North Sixth Street
Springfield, IL 62701
Abigail.Cline@illinois.gov