Internships will have an opportunity to:
• Process a small manuscript collection that may include correspondence, diaries, business records, photographs, and other primary documents.
• Create a finding aid and index terms for patron use.
• Assist the reference staff with patron inquiries.

Archives & Manuscript Internship: [fall semester only]

Oral History Internship:

Oral History Interns will learn about the field of oral history through hands-on experience by:
• Reading and listening to previous oral history interviews to gain perspective on how a transcript goes from initial recording to final transcript with the input of the interviewer, interviewee, transcriber, and editor
• Actually transcribing and editing oral history interviews
• Researching a particular topic and person to prepare and write interview questions
• Learning how to use digital audio equipment to record an oral history interview
• Conducting an oral history interview

Opportunities with the Missouri State Archives
http://www.sos.mo.gov/archives

The Missouri State Archives in Jefferson City is the repository for state records of historical value. Interns will have the opportunity to:
• Serve a larger audience—create web sites specific to particular collections.
• Work with the Local Records Preservation Program in county courthouses.
• Learn to preserve microfilm.
• Answer questions in the reference room.
• Be part of the electoral process—during elections assist the office
• Develop an expertise in accessing, researching, and analyzing primary documents such as birth, death, and marriage certificates; probate, cemetery, and war records.
• Set up exhibits and design brochures.
• Enter collections in data bases.
• Serve a larger audience—create web sites specific to particular collections.
• Work with the Local Records Preservation Program in county courthouses.
• Learn to preserve microfilm.
• Answer questions in the reference room.
• Be part of the electoral process—during elections assist the office

The University of Missouri Archives
http://muarchives.missouri.edu

The Archives was established to collect and preserve the historical records of the University of Missouri. Interns will have the opportunity to:
• Help preserve the history of your university and of the town in which it is situated.
• Create websites such as Tigers through the Hoop (created by a History Department intern).
• View original resources, analyze data, and set up your own website, possibly on the topic of your choosing.
• Learn how to access records and answer questions on campus activities.

Want to know more about the history of the Honors College, Homecoming, or see a 1919 aerial view of the campus? If so, check out the website and become an intern!

For an application or additional information regarding any of the internships, please see Jenny Morton, Director of Undergraduate Advising and Curriculum, Department of History.
Riverview Cemetery, Jefferson City
http://riverviewcemetery.weebly.com

This unique internship offers the priceless opportunity to touch many areas of non-profit work. Interns will do meaningful work on a daily basis and will have the unique experience of having spent their internship in a cemetery! The outreach intern will work directly under the cemetery director, focusing on events coordination, marketing, social media, and genealogical research. There is flexibility in scheduling work hours. Responsibilities may include:

- Research notable individuals interred at Riverview and maintain database of mini biographies on website.
- Research, script, schedule and present programs regarding Riverview’s history, genealogical research, and/or historic burial customs.
- Respond to telephone, mail and email inquiries regarding upcoming events and programs.
- Maintain and update special events on website and Facebook.
- Assist with publicity for events and programs including the creation of press releases and other print media.
- Create script(s) for cemetery tours and act as tour guide when needed.
- Provide staffing at events as needed.
- Fulfill genealogical inquiries in person, via phone or email and on FindAGrave.com
- Assist with research and documentation for application to National Register of Historic Places.

Riverview also offers opportunities for niche projects involving:

- Translating German and Hebrew inscriptions.
- Studying Victorian iconography.
- Restoration of illegible or broken 19th century headstones.
- Connecting with the Civil War in central MO (we are one of the few cemeteries in the US that has both Union and Confederate soldiers).
- Your own creative ideas that help keep cemeteries relevant in a society that is losing touch with its past!

The Missouri Department of Transportation’s Historic Preservation Section
http://www.modot.org/ehp/HistoricPreservation.htm

The Missouri Department of Transportation (MoDOT) is required by Section 106 of the National Historic Preservation Act to consider the potential impacts that any federally funded or permitted project may pose to any historic property. A historic property is any archaeological site, building, structure (e.g., bridge), object, or district that is eligible for listing on the National Register of Historic Places. Section 106 requires agencies to identify historic properties in the project’s area, assess the effects the project would have on these properties, and resolve any adverse effects. MoDOT is seeking interns to assist in the documentation of historic bridges adversely affected by federally funded construction projects. The interns will:

- Learn about Section 106 of the National Historic Preservation Act.
- Learn how MoDOT evaluates bridges for the National Register of Historic Places.
- Learn how mitigation photographs are taken and processed, and
- Research and prepare draft historical documentation for a historic bridge, including orientation to historical record collections such as those housed at the Missouri Department of Transportation, the Missouri State Library, and the State Historical Society of Missouri.

The Boone County Historical Museum
http://www.boonehistory.org

The Boone Museum, Montminy Art Gallery, historic Boone Village and the historic Maplewood Home are all located on the same beautiful campus and are managed by the Boone County Historical Society. All of these venues encompass the history and culture of Columbia and Boone County, Missouri from pre-history to the present. Interns can expect to gain experience working in a small but mighty museum setting, a 1870 home on the National Register of Historic Places and a “village consist of historic buildings from all over the county. Interns will have the opportunity to:

- Research topics relating to Boone County history.
- Assist research staff with patron inquiries and assist the Executive Director with administrative matters.
- Gather information relating to the influential Nilong/Lenoir family and conduct tours of their historic home, the Maplewood Home.
- Assist in cataloging and accessioning donated artifacts, thus preparing them for public display. Interns will gain experience in the exhibit planning process.
- Work in museum publicity by working special events, updating social media pages and website, and brainstorming new promotional opportunities.
- Produce and conduct an oral history interview.

National History Day in Missouri ~ ~ It's not just a day, it's an experience!
http://mo.nhd.org

National History Day in Missouri lets students in grades six through twelve explore the past in a creative, hands-on way. They become experts on a historical subject of their choosing while conducting extensive research to produce a documentary, exhibit, paper, performance, or website. Working out of the State Historical Society of Missouri in Ellis Library, the NHDMO intern will:

- Coordinate outreach to students, teachers, judges, and other constituents
- Collaborate on marketing initiatives and events
- Create content for social media

Missouri State Museum ~ ~ Get involved in Missouri history
http://mostateparks.com/park/missouri-state-museum

Housed in the historic Missouri State Capitol, the Missouri State Museum holds over 80,000 artifacts related to Missouri history and interprets that history in 20,000 square feet of exhibit space that is visited by over 250,000 citizens annually. The Museum also administers Jefferson Landing State Historic Site, which contains three historic buildings on the Jefferson City riverfront (the last surviving Missouri River landing complex). The Missouri Department of Natural Resources’ Division of State Parks manages the Museum and Historic Site.

- Interns can gain experience in the exhibit planning process, conducting historical research topics for exhibits, using graphics software to design exhibit panels, coordination of traveling exhibits, and options for exhibit construction.
- Collections internships will provide experience in cataloging and accessioning artifacts, proper handling and care of artifacts, and records management (including computerized collections management and digital imaging).
- Interns interested in overall museum operations and administration can gain experience in exhibits, collections, personnel and fiscal matters, interpretation, and special events.