

Programs & Special Projects Internship

Programs & Communication

Compensation: \$2,000.00

Application deadline: April 16, 2023

The Mississippi Department of Archives & History (MDAH) seeks a self-motivated and detail-oriented individual to join the MDAH programming team as a *Program & Special Projects Intern*. Under the direction of the Director of Programs and Publications, this intern will have the unique opportunity to learn about all aspects of public programming for a wide range of audiences as well as behind-the-scenes work that supports MDAH's mission to preserve and share Mississippi's diverse historic resources with people around the world.

Primary Responsibilities:

Public Programming

- Assist with the planning, implementation, and follow-up related to MDAH programs and special events held in the summer and being planned for the fall.
 - Work with a variety of different teams across the department and outside vendors.
 - Learn and assist with logistics, planning, marketing, and day-of-program needs.
- Help the programming team with executing programming objectives.
 - History Happy Hour, Entrepreneur Fair, Archaeology Expo, Gallery Talks, Trivia Night

Special Projects

Great Migration Initiative: oral histories

- Organize and transfer digital files from the Programs & Communication division to MDAH's Digital Archives. Interviews were conducted with African Americans whose families participated in the Great Migration.
 - Match audio files with permissions and transcriptions.
 - Draft text describing the material.
- Present a final project report at the Intern Expo in late July.

Requirements:

- Excellent oral and written communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage several projects simultaneously with deadlines.
- Ability to meet deadlines.
- Independent thinking and problem-solving while being a hands-on team player.
- Research skills.
- Confidentiality.
- Proficient in Microsoft Office suite.

Time Commitment:

140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 5:00 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

How to Apply:

- Please submit an online application through the [MDAH website](#) by April 16, 2023.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - Note: Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.