

Mississippi History Day Internship

Programs and Communication - Education

Compensation: \$2,000.00 stipend

Application deadline: August 24, 2025

The Mississippi Department of Archives and History (MDAH) is seeking a motivated and enthusiastic individual to serve as a *Mississippi History Day Intern* in the education section of the Programs and Communication Division. This internship supports Mississippi History Day (MHD), a dynamic statewide academic program that encourages middle and high school students to engage in historical research and critical thinking. The intern will assist with developing educational resources, supporting teacher training, conducting student outreach, and helping to plan and coordinate regional and state-level contests. This position offers valuable hands-on experience in educational programming, event planning, and public engagement—ideal for students with interests in education, history, museums, or public service. Interns will gain practical skills in communication, research, and project management while contributing to a meaningful and impactful program.

Primary Responsibilities:

- Assisting with the creation and distribution of digital and print resources for teachers and students, including MHD project guides and promotional materials.
- Managing and organizing teacher contact databases to help track participation and engagement across Mississippi's 82 counties.
- Brainstorming social media content to highlight past student projects, upcoming deadlines, and contest tips.
- Assisting with early-stage contest planning, including logistics, judge recruitment, and material preparation.
- Helping organize research field trip opportunities to the Two Mississippi Museums and supporting classroom connections to U.S. and Mississippi history.

Requirements:

- Ability to work independently and collaboratively.
- Capable of managing multiple tasks and meeting deadlines.
- Strong writing and editing skills.
- Proficiency in the Microsoft Office Suite.
- Preferred background or interest in history, education, public history, museum studies, or related fields.
- Interest or previous experience in educational settings; a history or education major preferred.
- Experience or interest in educational programming and social media.
- Enthusiastic about education, civic engagement, and expanding access to historical learning across Mississippi.

Time Commitment:

This internship spans from September 8 to December 19, with a minimum requirement of 140 hours. Working hours are flexible, Monday through Friday, between 8:00 a.m. and 4:30 p.m. One major event is the Fall Teacher Workshop, scheduled for September 26 from 9:00 a.m. to 4:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by August 24, 2025.

For more information, please contact Shelby Tipton, Deputy Director of Administration, at (601) 576-6865 or stipton@mdah.ms.gov.