The Upstate History Alliance

The Upstate History Alliance (UHA), located in Oneonta, New York is looking for a motivated individual for a paid summer internship. UHA is a non-profit, regional museum service organization which provides support, advice and training to historical societies, museums, historians and others interested in history in a 35 county area of upstate New York. More information about UHA is available on our website http://www.upstatehistory.org. Duties will be focused on two main projects.

The first project will involve working with the staff and a professional task force to develop and implement a survey assessing the interpretive efforts at small and mid-sized museums and historic sites in upstate New York. The assessment will focus on exhibitions and historic house tours. Tasks will include researching other assessment efforts, coordinating task force meetings, creating and implementing a mail survey and follow-up phone calls. The remainder of the internship will involve tasks associated with the Documentary Heritage Program (DHP), a statewide program designed to locate, organize, and make available the state’s historical records. UHA is the DHP service provider for the South Central region of New York. Duties will include contacting historical records repositories, updating databases, assisting with workshops, and promoting Archives Week.

The successful candidate will be enthusiastic about the museum profession, flexible, and committed to working as part of a team. The internship period is 10 weeks, 35 hours a week. Stipend is $10 an hour. Start date is flexible. Applicants should be upper-level undergraduates or graduate students and should have a demonstrated interest in history museums and their work. Applicants must have a proficiency in word processing and database programs. A car and driving license is required; some travel will be necessary. Application deadline is March 5th, 2004. Please send a cover letter, resume, and names of three references to UHA at 11 Ford Ave., Oneonta, NY 13820. For more information, call UHA at (800) 895-1648 or email info@upstatehistory.org.