

INTERNSHIP JOB DESCRIPTION

About Organization

Brief informational about your organization.

History Fort Lauderdale, formerly Fort Lauderdale Historical Society, believes that a sense of history is fundamental to understanding human experience, and therefore, collects preserves and shares material from our community's past, so that present and future generations can comprehend more fully their predecessors, their community and themselves. History Fort Lauderdale brings the stories of our diverse community to life through educational experiences, cultural exhibits, research, and preservation for future generations.

Internship Title

History Fort Lauderdale Internship

Duration and Hours of Internship

Days, times and if weekends or evenings are required *Interns should not work more than 20 hours per week except during non-class periods

Each semester: ● Fall (August – December) ● Winter (January – May) ● Summer (May – August)

Hours will vary based on the Intern's class schedule. Interns total number of hours is negotiable based on availability, interest and incremental success in completing tasks assigned. Interns work, at a minimum, 10 hours per week over the course of 14 weeks (totaling 140 hours).

Class Level/Major Sought:

Class level (ex. Freshman, Sophomore, Junior or Senior), and major desired.

Students at all levels are invited to apply.

Compensation:

Brief description of the pay structure (ex. commissioned, salaried etc.).

Unpaid.

Supervisor

Whom will the intern report to?

Tara Chadwick (tchadwick@flhc.org) and Professor Kilroy (dkilroy@nova.edu), Department of Humanities and Politics. This internship can be taken for credit through the Department of Humanities and Politics. HIST 4950 - Internship in History (3 credits) can be applied towards the History major or minor.

Travel

Will the person be required to travel off campus? If so, add location.

Yes at least once per week. Otherwise, the student can work remotely as well. History Fort Lauderdale 219-231 SW 2nd Avenue, Fort Lauderdale, FL 33301

Internship Objective

Statement is generally a summary designed to familiarize the reader to the general nature, level, purpose and objective of the internship. The summary should describe the broad function and scope of the internship and be no longer than three to four sentences.

The goal of this internship is to allow students to learn how museums, non-profits and small businesses work. The firm is looking for an intern for about 5 to 20 hours a week (part-time) who can assist with education, collections, marketing, curation, events, administration or curation. Through this internship, students will understand how important it is to acquire professional level skill that can be applicable through many areas including arts, culture, tourism and education businesses. Therefore, students pursuing history, education, marketing, art, or political science degrees are preferred. However, students interested in entrepreneurship or health fields can also benefit from this internship.

Duties or Tasks Performed

Bullets contains principal duties, continuing responsibilities and accountability of the intern. The list should contain every essential job duty or responsibility that is critical to the successful performance of the job.

Interns will be expected to:

- Assist with research
- Assist in creating promotional information
- Assist in digitizing history files
- Assist in presenting information to the public
- Assist in creating catalogues, documents, presentations and spreadsheets

Job Specifications, Standards and Requirements

The minimum qualifications needed to perform the essential functions of the job-education, experience, knowledge and skills. Any critical skills and expertise needed for the job should be included.

- Preference given to history, political science, general arts, business administration, and/or education majors
- Must have independent mode of transportation

Non-Essential Functions

That are not essential to the position or any marginal tasks that might be performed by the person in the position.

Special Requirements

Are there any additional requirements? (ex. Ability to work nights).

Students are eligible to earn 2 ExEL