

Education Outreach Intern Announcement

Education Outreach Intern

Tennessee Department of State
Tennessee State Library & Archives

Summary: This grant-funded education internship position is for summer 2024 with negotiable start and end dates. Funding is provided by The National Historical Publications and Records Commission, a grant-funding agency of the National Archives.

The Summer 2024 Education Internship is offered to students currently enrolled in an academic institution during the school year or recent graduates. Preference is given to applicants majoring in history, archives, library science, museum studies, and education. The Tennessee State Library & Archives' Education Intern Program is designed to introduce emerging students to the exciting world of archival outreach.

The Education Outreach Intern will be paid \$18 per hour for a total of 250 hours. Hours are flexible, however the chosen candidate must commit to work the two-week period leading up to and during Summer Camp (June 3 through June 14.)

Duties and Responsibilities:

- Engage with visitors of all ages to the Library & Archives in historical inquiry activities during tours, special events, and field trips
- Develop hands-on activities for students and educators using Library & Archives primary sources
- Develop activities for and assist with the Historians in Training: Jr. Archivist Summer Camp, which occurs on June 10 through June 14, 2024
- Aide with the annual Summer Teacher Institute and teacher in-services
- Assist the Education Outreach team with the planning of year-long educational programming, including field trips and other youth and family programming
- Develop educational curriculum and digital content for education audiences
- Develop projects that benefit K-12 teachers and students
- Conduct historical research into primary source collections
- Perform other duties as assigned

Minimum Qualifications:

Education and Experience

- Must be enrolled as a current undergraduate or graduate student in good standing or have recently graduated from an institution
- Preference given to students pursuing or having recently received a degree in history, archives, library/information science, public history, education, or related fields

- Candidates must be enthusiastic and enjoy interacting with and teaching large groups of children and adults

Knowledge and Abilities:

- Understanding of and respect for the K-12 education environment
- Understanding of the use of primary sources in the classroom environment
- Strong organizational skills, including the ability to establish priorities, follow project timelines, and meet project deadlines
- Highly motivated and self-directed with strong attention to detail
- Ability to work in a collaborative, team-focused environment
- Ability to communicate effectively with diverse audiences
- Public speaking skills
- Periodic weekend and after-hours work required
- Ability to represent the Department of State positively to the public

To apply: Please email your cover letter and resume to Kayce Butler, Intern Coordinator, at kayce.butler@tn.gov by **March 15, 2024**. Please indicate in the email subject line, "Education Outreach Summer Internship." This position will be listed until it is filled. Please note, the candidate selected for an offer of employment will be subject to a pre-employment background check.