The Lewes Historical Society is seeking applicants for its 2015 summer internship program. Internships must be completed over the summer (May - August). Start and end days are negotiable based on your academic calendar.

Located in Sussex County in southern Delaware where the Delaware Bay meets the Atlantic Ocean the Lewes area is rich in history dating back to 1631. Lewes has been recognized as a Preserve America Community and is one of America’s “Dozen Distinctive Destinations” identified by the National Trust for Historic Preservation. The American Association for State & Local History awarded The Lewes Historical Society its Award of Merit twice for its role in promoting local history.

Internships are designed to expose students to all aspects of public history in a small sized museum institution setting. Experiences include; research, collections care, inventorying and cataloging; PR, communication, events management; educational program development, and the execution of public tours. Students have the chance to experience first-hand what working at a public history site is like.

The completion of an LHS internship will help ensure a student’s decision to pursue a career path in the public history field. Various internship opportunities are open to undergraduate and graduate students. Candidates with a major in history, archaeology, museum studies, or library science are especially encouraged to apply. Experience with GIS, web site/blog development and databases are appreciated but not required.

General Public History Internship - STIPEND
The General Public History Internship is designed to expose students to all aspects of public history in a small sized museum institution setting. This 10-week program is designed to give an intern the opportunity to explore the variety of duties assigned to the different positions within the Society. Interns will work with different departments and staff personnel to gain a better understanding of all of the elements that work together to make up the Historical Society. Interns will work in education, collections care and management, development, marketing, and administrative capacities, spending approximately two weeks within each discipline, working on meaningful small-scale projects and assisting as necessary. At the end of the internship, interns are expected to present a paper documenting their experience in a public forum to members of the staff, board members, and volunteers. Typically, only one stipend per 10 week summer period is offered. The Lewes Historical Society will ensure living arrangements for the selected intern in the Lewes area if needed.

Collections and Research Internship - STIPEND OR Class Credit
This 10 week program will be split into two unique sections. The first portion of this program allows interns to explore the collections at The Lewes Historical Society and work to catalogue objects, working within the Society’s collections software. Additionally, interns may assist the Executive Director in special projects relating to the care, maintenance, or display of objects. The second portion of this internship requires interns to perform extensive research and fieldwork on a topic of the Executive Director’s suggestion or current need. At the end of the internship experience, the intern is expected to present a paper or presentation documenting their experience to the Executive Director with the possibility of presenting a second time to other staff members, board members and volunteers. Note: Interns must have access to a vehicle in order to apply for this internship.
Education & Visitor Services Internship- Class Credit or experience
This six week program allows students the opportunity to explore the field of informal education in a history-museum setting. This program is designed for interns to gain first-hand experience in informal program development/execution, tour design, and volunteer training. Interns will be expected to become familiar with specific educational theories and practices. Interns will absorb this material by participating in the training of tour guides and visitor services representatives. Interns will also assist in educational programing such as the History Happy Hour lecture series. Interns will also have the chance to present during outreach programs to the public. At the end of the internship experience, interns will present a paper documenting his/her experience to the Director of Education.

Non Profit marketing & Events Internship- noncredit experience
This three to six-week program allows interns to have an intensive, hands-on marketing and events experience in a small, non-profit setting. Interns will work closely with the Marketing Coordinator on two of The Society’s biggest events, the Sea Glass & Coastal Arts festival and the Summer Craft Fair, providing assistance with event set up, vendor relations, advertising and the distribution of promotional collateral. This internship also includes working within the Society’s Drupal-based website to update and promote Society events and programs, and in the creation of a series of site calendar pages to help with daily operation of the Society. At the end of the internship experience, interns present a paper or presentation documenting his or her experience to the Director of Marketing staff member.

The Lewes Historical Society is an Equal Opportunity Employer and does not discriminate in regard to age, sex, race, creed, national origin, disability, handicap, sexual orientation, or political affiliation.

Applications are accepted by mail only. Include the following required documents with your application; do not mail separately:

- Two professional letters of reference (one must be from an academic advisor or professor)
- Most recent sealed official transcript required *(unofficial transcripts are acceptable for non-stipend internships)*
- Current résumé or curriculum vitae
- Brief description (one page max.) Why this internship opportunity interests you and what you hope to gain from the experience.

Please mail all materials to:
The Lewes Historical Society
110 Shipcarpenter Street
Lewes, Delaware 19958

For any other questions or more information, please contact Marcos Salaverria, Director of Education at 302-645-7670 ext. 18 or marcos@historiclewes.org
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The set stipend amount of $1,500 is awarded in a similar fashion to a bi-weekly “pay-check.” The Lewes Historical Society will ensure living arrangements for the intern in the Lewes area if needed.

**Application Deadline: Monday, March 9, 2015**

This application and all supporting materials must be postmarked no later than February 27, 2014. Notification will be made by Tuesday, April 7, 2015.

Your Full Name: ____________________________________________________________________

Institution Name & Address: ____________________________________________________________________

Major Field of Study: ____________________________________________________________________

Minor Field of Study (if applicable): ____________________________________________________________________

Home Address: ____________________________________________________________________

Home Email: ____________________________________________________________________

Home Phone: ____________________________________________________________________

Please check the internship for which you are applying:

- Education and Visitor Services
- Collections and Research
- Marketing and Events
- General Public History
- Collections and Research

Please include the following required documents with your application.

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- Most recent sealed transcript required (*unofficial transcripts are acceptable for non-stipend internships*)
- Current résumé or curriculum vitae
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Please mail all materials to:

**ATTN: Marcos Salaverria, Director of Education**

The Lewes Historical Society

110 Shipcarpenter Street Lewes, Delaware 19958

For additional questions, call 302-645-7670 ext. 18 or email marcos@historiclewes.org