

Sesquicentennial Research Internship

The Lake Forest-Lake Bluff Historical Society is pleased to invite applications for a Sesquicentennial Research Internship.

Position description:

Interns will assist with several projects related to the City of Lake Forest's 150th Anniversary in 2011, including a timeline website and a community-wide archive of the recent past.

Tasks may include:

- Researching, writing, organizing and fact-checking entries for the Timeline of Lake Forest History
- Locating and scanning photographs, newspaper clippings or other documents to be associated with timeline entries
- Coordinating promotion for the Lake Forest Legacy Project, an effort to gather archival materials and historical information from local organizations, businesses, and groups focusing on the past 50 years
- Cataloguing and processing incoming Lake Forest Legacy Project materials and entering them into our PastPerfect collections database
- Attending meetings of the City of Lake Forest's Sesquicentennial Historical Activities Committee
- Assisting with other Sesquicentennial-related projects as needed

Interns will receive training in object handling, cataloguing procedures and collections management software. They will become familiar with a wide variety of research resources, gain experience working on a city-wide celebration, and be able to claim credit for a definite body of work.

Applicants for this internship should be able to work independently, be detail oriented, and have excellent written and oral communication skills. Applicants must be comfortable working with computers, volunteers, and the public. This internship is available to undergraduate students, graduate students, or recent graduates in history, museum studies or related fields. The internship duration is approximately 30 weeks, from mid-October 2010 to May 2011. Interns will be expected to work 10-15 hours per week; hours are somewhat flexible, but the intern should plan on working primarily between 9 a.m. and 4:30 p.m., Tuesday-Friday or Sunday. A stipend of \$1,250 will be provided. The Historical Society is happy to work with interns and their educational institutions to provide course credit.

The Lake Forest-Lake Bluff Historical Society "inspires an awareness of the community's history and an appreciation of its relevance through delivering engaging exhibitions, publications and public programs; collecting and preserving local heritage and culture; and supporting historical research."

Applicants should send a letter of interest, resume, and contact information for two references to: Laurie Stein, Curator, Lake Forest-Lake Bluff Historical Society, 361 E. Westminster, Lake Forest, IL, 60045 or to lstein@lflbhistory.org. Applications will be accepted until interns are chosen, but those received by October 15, 2010 are ensured consideration. Two positions are available.