

Intern Project Description

Position Title: OUT in Chicago oral history (2 -3 positions to fill)

Supervisor: CHM Curator

Objective: To collect strategic oral histories for the museum's LGBT archive; to review, edit and post visitor testimonials left in the exhibition

Responsibilities:

For oral histories:

- To schedule appointments with selected members of Chicago's LGBT community
- To work with curator to develop interview questions
- To interview and record one to two hour oral histories
- To transcribe oral histories

For visitor testimonials:

- To review all visitor testimonials left in gallery feedback booth
- Working with set criteria, select and edit testimonials
- Post edited testimonials in gallery and on museum's website
- Transfer full record of all testimonials to database for museum's archive

Qualifications:

- Familiarity and/or interest in gender studies and LGBT history
- Familiarity and/or interest in oral history
- Attention to detail
- Good communication and interview skills
- Organizational skills
- Ability to work independently
- Good critical thinking
- Common sense

Final Product: Completed recordings and transcripts of 20 to 30 oral histories; ongoing maintenance of visitor testimonial postings and database

Dates of Project: Summer term, 2011; start and end dates flexible

Time commitment: At least 20 hours per week; hours must occur on weekdays when supervisors are present.

Application Deadline: February 20, 2011

How to Apply

A completed application consists of the following:

- a completed application form available online at <http://www.chicagohistory.org/internshipform.pdf>
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- Contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.