

Position Description

Title:	Digital Outreach Intern
Division:	Programs
Reports to:	Head of Distance Learning and Digital Outreach
FSLA:	Non-exempt
Duration:	135 hours over 1 semester
Salary:	12-15 hours per week for academic credit, unpaid
Minimum GPA:	3.0

Start Date: January 16 (Orientation)

Summary

The Virginia Historical Society is looking for a digital outreach intern to deliver educational programs via HistoryConnects, the VHS's digital learning initiative. HistoryConnects shares the resources of the Virginia Historical Society with schools and other audiences worldwide. These programs are informative, engaging, and bring history to life while reinforcing the importance of primary-source learning and historical inquiry. The Digital Outreach Intern will average 10 hours a week over an academic semester. The work load will be heaviest in the fall (October through December) and spring (February through May). Occasional evening and weekend work is required.

Knowledge, skills, and abilities necessary:

- Coursework in history or a related discipline is preferred
- Possess excellent communication skills, including the ability to present to a variety of audiences
- Be proficient with Mac OS and Windows operating equipment
- Have excellent organization and research skills
- Possess an interest in Virginia and American history
- Work occasional evenings and weekends
- Must pass a criminal background check
- **Application Deadline:** December 3, 2017 for Spring 2018

For additional information, please contact Hailey House, Head of Distance Learning and Digital Outreach Coordinator, at hhouse@vahistorical.org