

County Historian's Office Intern

Role and Responsibilities:

- Assist with HRVH digital scanning/metadata initiative
- Assist with archives collections management
- Assist with genealogy and other historic topics research (e.g. Philipse Patent, events leading up to the Revolutionary War, etc...)
- Assorted clerical duties, ability to lift and shelve archival boxes (up to 40 lbs.)
- Attend special events as needed (act as a representative of Historian's Office at 4H fair, ceremonies, etc...)

Qualifications and Education Requirements:

Must be enrolled in College at the time of application, will consider motivated High School students.

Specific Majors, coursework or backgrounds that would be helpful to this work:

History, Archival/Library Science/Information Management

Preferred Skills:

- Strong PC/Microsoft Suite/Adobe computer skills
- Scanning & Metadata Entry
- Ability to multitask, friendly attitude, and ability to work with the public
- Scholarly research skills
- Indexing

Additional Notes:

- This is a part time office, so schedule flexibility is key!
- Majority of hours can be completed Monday – Thursday, some weekends and/or evenings may be required

Department: County Historian's Office

Location: 68 Marvin Avenue
Brewster, NY 10509

Hourly Rate:

High School Student	\$10
College Student	\$11
Graduate Student	\$12

Schedule: 28 hours/week for 8 weeks



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TOMORROW**

12/2023