



Smithsonian

## Robert Frederick Smith Summer 2022 Internships

### Offsite at Museum of the Grand Prairie

#### ORAL HISTORY (1 POSITION)

#### Museum of the Grand Prairie – Mahomet, Illinois

The Museum of the Grand Prairie, Champaign County Forest Preserve District's mission is to collect, preserve and interpret the cultural and natural history of Champaign County and East Central Illinois for all generations.

#### **Position Description:**

The Museum of the Grand Prairie (MGP) is the home to the Doris K. Wylie Hoskins Archive for Cultural Diversity. The archive contains a wide body of materials concentrating on African American history in Champaign County and East Central Illinois. The archival materials extend from 1861 to the present with the majority ranging from 1930 to 2000. The collection consists of many different types of materials including scrapbooks, photographs, newspaper clippings, pamphlets, handwritten notes, published and unpublished works, and oral history tapes.

The intern will learn to catalog, index, excerpt, and promote 32 oral history interviews from formats including audiocassette, CD, and digital. The audio interviews represent the Early American Museum oral history component of the Hoskins Archive, which documents the African American experience in Champaign County and East Central Illinois.

#### **Sample of Intern Duties:**

- Receive hands-on training in museum's collections processing, cataloging, and data entry procedures
- Process and catalog 32 oral history interviews born on audiocassette tape, and all surrogate CD and digital copies using PastPerfect 5 museum software
- Reassociate and cross check consent paperwork, where present, to cataloged interview records
- Receive training in oral history subject list creation and subsequent interview subject indexing
- Create standard subject list and create index of subjects found in each interview
- Receive training in museum social media protocols and online exhibit creation using Omeka
- Promote the oral history collection and its contents through a social media post series and/or an online exhibit
- Write a summary of the internship project, key takeaways, and the general intern experience and present it via a museum public program

#### **Learning Outcomes:**

- Experience and understand the importance of proper data management and preservation of oral history interviews after collection
- Appreciate the amount of work and attention to detail required to effectively managing oral history interviews

- Grasp the importance of interview content accessibility, and strategies to facilitate access, including indexing and digitization
- Build an understanding of how to address an oral history collection as found in a less than ideal state
- Appreciate the importance of actively sharing the process and product of oral history work with the public through social media, exhibition, and programming
- Learn about the management and day-to-day operations of an AAM accredited museum

**Prerequisites:**

- Demonstrated interest in African American history and culture
- Demonstrated ability to learn new technical and digital skills

**Work Environment:** The successful intern will learn to work and effectively communicate in a hybrid (in-person and virtual) environment. The hybrid nature of the internship requires careful and well communicated scheduling to include at least one in-person day per week. The successful intern will possess above average communication skills, enabling them to comfortably and professionally interact with staff, volunteers, and the public both in passing and during programming. The successful intern will possess excellent teamwork abilities; empathy towards others will minimize friction in often small, busy workspace. The intern will experience a personable work environment that recognizes their humanity and respects their needs.

**Physical Demands:** This internship requires the regular use of a computer, telephone, and other office equipment. This internship also requires that the intern be able to speak and hear in order to effectively communicate with various internal and external constituents. The visual acuity to review, prepare, and analyze information is required. While performing the duties of this internship, the intern must be able to remain in a stationary position for prolonged periods of time; the intern may regularly handle, grasp, or feel objects; reach, push, or pull to reposition items and may occasionally lift and transport up to 20 lbs. The physical demands described in this section are representative of those an employee must meet to successfully perform the essential duties of this internship. Reasonable accommodations may be made, in accordance with the Americans with Disabilities Act, to enable individuals with disabilities to perform the essential duties.

**Tentative Schedule:** Anticipated start date of May 15, 2021; Monday-Friday 8:30am – 5pm

**COVID-19 Vaccine Requirements:** Vaccination for Covid-19 is strongly recommended, but not required

**Eligibility:** Must be authorized to work in the United States

**EEO Statement:** The Champaign County Forest Preserve District is an Equal Opportunity Employer and as such does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or any other non-merit factor.