



## CHEVY CHASE HISTORICAL SOCIETY

### **Paid Fall 2020 Archives Internship**

The mission of the Chevy Chase Historical Society is to collect, record, interpret and share materials relating to the history of Chevy Chase, Maryland, one of America's first streetcar suburbs. The organization provides resources for historical research and sponsors a variety of programs and activities to foster knowledge and appreciation of the community's history.

CCHS interns will preserve, catalog, and maintain the collection of maps, photographs, documents, artifacts, and books that are housed in the Historical Society's Archive and Research Center at 8401 Connecticut Avenue, Suite 1010, Chevy Chase, Maryland 20815. The intern will have the opportunity to assist the Director with many aspects of managing archival collections as well as assist patrons with research.

**Due to the COVID-19 outbreak in our region, the Chevy Chase Historical Society has closed the Archive and Research Center to the public until further notice. Staff has returned to working in-person two days per week and the internship will be a combination of remote and in-person work.**

#### **Archives Internship Description**

The intern will work with the Director to learn and perform the following activities:

- **Archive Inventory:** Assist Director to perform a complete collection inventory and rehouse materials as necessary; intern will receive training in PastPerfect museum collection software to update database records.
- **Online Exhibitions:** Perform fact checking and proofreading, draft content, and source images for a new online exhibition telling the history of churches in Chevy Chase, MD.
- **Research and Writing:** Assist Director with house history research and writing for the CCHS Gala.
- Other projects may include cataloging new acquisitions and assisting with research requests.

#### **Required skills**

- Must be currently enrolled in a undergraduate or graduate program
- Experience performing historical research and excellent writing skills
- Interest in local and/or American history
- Highly organized with close attention to detail
- Excellent oral communication skills
- Knowledge of basic collections care and archival practices a plus
- Knowledge of PastPerfect software a plus

#### **Internship Compensation & Duration**

- \$15 per hour
- October – December 2020
- 10 hours per week

Free parking is available and the Center is also accessible via public transportation using the L8 Metrobus.

To apply, email Beth Huffer, Director, CCHS Archive and Research Center, at [director@chevychasehistory.org](mailto:director@chevychasehistory.org) with a cover letter explaining your interest in the internship and your resume. **Deadline for applications is October 5, 2020.** Once applications are reviewed, selected applicants will be asked to interview with the Director.