



## CHEVY CHASE HISTORICAL SOCIETY

### **Paid Fall 2020 Pathways Grant Project 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.

**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.**

In May 2020, CCHS was awarded a Pathways Grant by the Maryland Center for History and Culture to expand our oral history collection and engage with new audiences. The CCHS Oral History Collection includes more than 100 transcribed interviews. Many of the early interviews, however, need abstracts and indexes to make them accessible in both paper and digital form. In addition, CCHS plans to collect new oral histories, especially in the local neighborhoods that were developed in the 1940-1960s.

The **Pathways Grant Project Intern** has an important role in this project. The intern will work with the Director of the CCHS Archive and Research Center to perform the following activities:

- **Oral History Interview Abstracts and Indexes:** Review CCHS oral history interviews and write abstracts summarizing the content and construct indexes of the transcripts.
- **Digitization and Data Entry:** Scan oral history interview transcripts and enter new and existing abstracts and indexes into the CCHS collection database, PastPerfect. The Project Intern will also review and edit catalog metadata for consistency and accessibility and organize paper and digital oral history files.
- **Website:** Upload new oral history records to the CCHS website.

#### **Required skills**

- Must be currently enrolled in a graduate program
- Experience with oral history interviews strongly preferred
- Experience with indexing and historical research
- Interest in local and/or American history
- Highly organized with close attention to detail
- Excellent written and oral communication skills

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

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

The CCHS Archive and Research Center is located at 8401 Connecticut Avenue, Suite 1010, Chevy Chase, MD. 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.