

## **Gail F. Stern Collections Internship**

Historical Society of Princeton

354 Quaker Road

Princeton, NJ 08542

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[www.princetonhistory.org](http://www.princetonhistory.org)

### **Overview:**

The Historical Society of Princeton seeks applications for a part-time paid intern during the summer of 2018.

### **Duties and Responsibilities:**

The intern will work closely with the Curator of Collections and Research to help expand digital access to HSP's archival and museum holdings. Projects might include:

- Digitizing and cataloging historic photographs in PastPerfect Museum Software
- Compiling research and collections materials for digital walking tours
- Assisting with the Papers of Princeton newspaper digitalization project
- Other tasks as needed

### **Qualifications:**

- College undergraduate pursuing a degree in the humanities, with an interest in Museum Studies and/or Library Science.
- Excellent oral and written communication skills.
- Organized and detail-oriented
- Previous experience in museums not required

### **Additional Info:**

Interns should be available to work an average of 10 hours a week for approximately 10 weeks. The compensation for this role is \$10/hr.

Interested candidates should email their resume and cover letter to Stephanie Schwartz at [stephanie@princetonhistory.org](mailto:stephanie@princetonhistory.org)

### **About the Historical Society of Princeton:**

The Historical Society of Princeton (HSP) is located at the Updike Farmstead at 354 Quaker Road in Princeton – a six-acre property with a late 18<sup>th</sup> century farmhouse, large barn and several other outbuildings. The Updike Farmstead currently houses a museum that interprets Princeton's rich history through changing and permanent exhibitions; space for educational and community programs; and HSP staff offices. The museum is open to the public Wednesdays through Sundays. HSP is also the custodian of a diverse and considerably-sized local history collection, stored off-site, which includes a range of social history, decorative art, fine art, archaeology, and archival items. HSP holds between around 3000 objects in its three-dimensional collection, including 65 pieces of Albert Einstein's furniture, almost 1000 manuscript and archival collections (some collections are several linear feet), approximately 35,000 photographs and negatives, and over 2,000 large maps and architectural drawings.