



Kingsland Homestead
143-35 37th avenue,
Flushing, NY 11354
queenshistoricalsociety.org

Internships at Queens Historical Society

The *Queens Historical Society* is looking for interns to assist in the daily operations of our organization while gaining valuable museum work experience. Concentrations are available in the areas of: Education, Collections, and Outreach/Marketing.

Mission Statement

In an ever-changing borough that continues to undergo widespread development, the Queens Historical Society researches, records, and showcases issues that have had a profound impact on the history of Queens. As a repository of collections on the history of Queens and Long Island, the Society documents, preserves, and presents rich and diverse aspects of the history of the Borough of Queens for the education and enlightenment of its more than two million people.

Education:

- Assisting with/Leading educational programs for elementary/middle school students
- Conducting tours of the historic Kingsland Homestead (QHS headquarters)
- Developing curriculums and lesson plans
- Grant research

Collections:

- Reorganizing and re-housing artifacts
- Updating collections database with artifact information
- Research pertaining to artifacts and archives
- Scanning and editing photographs
- Assisting with research for exhibitions
- Grant research

Outreach/Marketing:

- Developing public program topics and themes
- Aid in planning and promoting events
- Working/attending special events
- Writing press releases
- Assembling press kits
- Corresponding with presenters/performers
- Grant research

Qualifications:

- Students interested in Museum Studies, Education, Anthropology, Sociology, History, Art History, Fine Arts, or a related area of study.
- Must be detail-oriented and highly organized
- Excellent writing skills (a writing sample may be requested)
- Proficient in MS Office, and experience with Photoshop and in using a MAC platform preferable

For more information or to apply please send a cover letter and resume to:

Daniela Addamo, Education & Outreach Director, at daddamo@queenshistoricalsociety.org
Please put "**2019 Summer Internship**" in the subject line.