

# County Historian's Office Intern

## Role and Responsibilities:

- Assist with HRVH digital scanning/metadata initiative
- Assist with archives collections management
- Assist with genealogy and other historic topics research (e.g. Philipse Patent, events leading up to the Revolutionary War, etc...)
- Assorted clerical duties, ability to lift and shelve archival boxes (up to 40 lbs.)
- Attend special events as needed (act as a representative of Historian's Office at 4H fair, ceremonies, etc...)

## Qualifications and Education Requirements:

Must be enrolled in College at the time of application, will consider motivated High School students.

## Specific Majors, coursework or backgrounds that would be helpful to this work:

History, Archival/Library Science/Information Management

## Preferred Skills:

- Strong PC/Microsoft Suite/Adobe computer skills
- Scanning & Metadata Entry
- Ability to multitask, friendly attitude, and ability to work with the public
- Scholarly research skills
- Indexing

## Additional Notes:

- This is a part time office, so schedule flexibility is key!
- Majority of hours can be completed Monday – Thursday, some weekends and/or evenings may be required

**Department:** County Historian's Office

**Location:** 68 Marvin Avenue  
Brewster, NY 10509

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| <b>Hourly Rate:</b> | High School Student | \$12 |
|                     | College Student     | \$13 |
|                     | Graduate Student    | \$14 |

**Schedule:** 28 hours/week for 8 weeks