



THE VALENTINE  
**Richmond**  
HISTORY CENTER

**Intern**

## **Internship Opportunities**

### Archives/Photograph Collection

This collection is housed in the Archives of the History Center. Interns inventory, identify, create files and indexes, and re-house portions of our growing collection and assist in general library upkeep and research.

### Development Department

Development is a vital part of any non-profit organization. Essential fundraising allows the History Center to continue to offer quality programs to the general public. Internship projects include donor and grant research, maintaining the department's files and database, and assisting with special mailings, events, and fundraising campaigns.

### Finance Department

The Finance Department has an integral role in a non-profit institution like the History Center. Budget, human resources, payroll and requisitions are all key responsibilities of this department. Opportunities in this area include light bookkeeping and assisting with processing and payment of accounts payable invoices. Other duties are filing; data-entry, preparing employee record files and managing a project of updating form W-9's.

### General Collections

The History Center houses a wide variety of artifacts, ranging from toys and furniture to paintings and sculpture. Internship projects available within this department include: inventory and storage of collection materials, cataloguing objects, addressing research inquiries, and general assistance with upcoming exhibitions.

### Public Programs and Education Department

This department focuses on educational programs and special events for both youth and adults. Internship projects include: research assistance for public programs, management of a special event, and the development of an educational program. History Center Teacher internships are also conducted through this department.

### Public Relations and Marketing Department

This department focuses on "spreading the word" to the media, our members and other audiences about upcoming exhibits, programs and events happening at the History Center. Opportunities in this area include preparing news releases, press kits and other information packets for distribution, updating media lists, disseminating flyers and brochures outside of the History Center, hand-addressing envelopes for invitation mailings and organizing photographic slides and files.

### Registrar's Office

The registrar's office is the repository for all records documenting objects owned, borrowed or loaned by the History Center. New acquisitions are processed in this area before being stored. Interns assist in the processing of objects, which includes documenting, cataloguing, marking and storing each object, conducting collection inventories; researching loan requests, and maintaining the collections management database.