



COUNTY COMMISSIONERS

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Chatham County Employment Opportunity HR Announcement Number: 21-007

Job Title: Intern – Chatham 250 Historical Content
Location: Chatham County Manager’s Office, Pittsboro, NC
Contact Person: Hilary Pollan, Community Partnerships Analyst
Contact Number: 919-545-8408

Address to send application: Chatham County Human Resources, PO Box 1809, Pittsboro, NC 27312

For a printable copy of the job application, click: [Application for Employment](#)

Or apply online at: <https://chathamnc.seamlessdocs.com/f/ChathamJobApplication>

Please submit a resume and cover letter with your application.

Job Summary

The Chatham 250 Historical Content Internship is a paid internship and opportunity to gain first-hand experience in a curatorial and community engagement. Interns will work with Chatham County government, the Chatham County Historical Association, and many community volunteers on the Chatham 250th anniversary committee. They will be responsible for helping intake, register, and manage incoming loans/donations. Additionally, intern will digitize material and work with local organizations and anniversary committee to curate materials for online exhibits. Intern will report to the Chatham County Community Partnerships Analyst.

This 10-week internship begins on March 1st, 2021 and consists of 100 hours.

Minimum Qualifications

- Undergraduate: rising seniors and current seniors (class of 2021) or Graduate: entering first or second year of graduate school in fall 2021
- Interest in/ experience with American history, architecture, visual and material culture, American studies.
- Completion of at least one American history course favorable
- Archival experience helpful
- Detail-oriented
- Must maintain confidentiality of sensitive information
- Proficiency with virtual communication programs (i.e. Zoom, Google Meet)
- Proficiency in Spanish is a plus

Salary: \$12 - \$15/hour based on experience

Position Closing Date: February 12, 2021; 5:00pm

Chatham County is committed to an equitable, inclusive, and diverse cohort of interns and aims to provide training for the next generation of museum professionals. Students representing ethnically underrepresented groups in the curatorial field are encouraged to apply. ***Chatham County is an equal opportunity employer.***