



POSITION TITLE:

Center for Women's History Intern

REPORTS TO:

Melissa Jones, Public Programs Manager

ABOUT SDHC AND THE CENTER FOR WOMEN'S HISTORY (CWH):

The Center for Women's History (CWH) at the San Diego History Center is dedicated to preserving, researching, and sharing the stories of women who have shaped San Diego. It uses exhibitions, educational programs, and archives to ensure women's voices remain visible in history.

POSITION DESCRIPTION:

The Center for Women's History internship projects are centrally focused on the research, documentation and creation of at least one public history project that promotes women's contributions and accomplishments. The project will be determined by the intern's interests, History Center needs, and availability of materials.

Additionally, CWH interns work on tasks related to supporting the core functions of the Center for Women's History including assisting with public programs, cataloging collection and archives, and community outreach.

The Center for Women's History Interns will learn and implement best professional practices working with museum materials, program planning and execution, and community outreach.

Internship tasks may include but are not limited to:

- Data entry into spreadsheets or the SDHC catalog system.
- Transcription of oral histories.
- Assist in developing interpretive content for exhibitions, digital platforms, and educational programs.
- Leading historical walking tours.
- Assist in planning and executing public programs, workshops, and events that highlight women's historical contributions.
- Contribute to outreach initiatives that connect CWH with schools, community groups, and cultural organizations.

LOCATION AND SCHEDULE:

Available throughout the year. Minimum 120 hours commitment, 10-15 hours per week to be completed onsite at SDHC in Balboa Park during the regular work week (Monday – Friday) between the hours of 10:00 am – 4:00 pm. Hybrid/offsite work may be considered for special projects on a case by case basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Acceptance into the internship program is based upon academic achievements, interests, experience, related skills, and availability. Time commitments may be flexible depending on availability and the department's needs. All internship applicants are required to be currently enrolled in a degree-seeking program at an accredited institution. Supporting documentation may be required to participate. The San Diego History Center encourages diversity and welcomes applicants from all backgrounds.

- Must have excellent organizational skills and work habits demonstrating attention to detail, including neat and legible handwriting. Strong communication skills, both written and verbal.
- Ability to work independently with little or no supervision.
- Goal oriented with exceptional time management and initiative.
- Familiarity with databases and collection management systems.
- Competency in Microsoft Office systems.
- Ability to lift at least 15 lbs. and climb ladders

TO APPLY:

Submit the online internship application available at sandieghistory.org/internships. Please attach the required cover letter and CV/resume and complete all sections, including the term start and end dates, number of internship hours needed, and contact information for the degree granting institution.