



Position Description

Student:

University: University of California-Davis

Internship Site: Historical Association

Internship Field: Publishing/History

Company Profile:

The Historical Association support the study and enjoyment of history at all levels by creating an environment that promotes lifelong learning and provides for the evolving needs of people who share an interest in history. They also lead activities and campaigns to raise the profile of history at local and national levels. They strive to achieve this by encouraging wide membership, offering information and education and campaigning for history

What does the role involve?

Your role will involve, but not be limited to the following tasks:

Doing some research into support for UK school students studying history – this would involve research and writing but very much dependent on the aptitude of the individual Pulling together digital resources to support areas of history Helping to tidy up and edit some online materials Helping to tag existing materials Possibly helping with a new membership magazine we are working on Some general admin work

What support will I be given?

Professional Reliable Enthusiastic Willing to give 100% to all tasks

What benefits can I expect to gain from the experience?

You will be given an overview of the charity, our mission and our aims by the Chief Executive You will be given full induction with all other staff members and training in any office systems (e.g. our website database) you might be unfamiliar with. You will work closely with other staff members and have regular catch meetings with your supervisor.

What skills or experience do I need?

Excellent writing and communication skills

Dress Code: Casual

Website: www.history.org.uk