



ARKANSAS HISTORIC PRESERVATION PROGRAM

A division of The Department of Arkansas Heritage

COMMUNITY OUTREACH, PUBLIC RELATIONS, EDUCATIONAL & HISTORICAL INTERNSHIP

I. General Overview:

The Community Outreach Intern would assist with special projects within the department, including video production, script writing, research, blogging, and social media management. They will also act in a customer service capacity by assisting with monthly public tours of historic properties in the Little Rock area.

II. Scope of Work:

- Assist with writing and researching video and presentation scripts as assigned.
- Assist with customer service duties at monthly Sandwiching in History Tours in the Little Rock area, including greeting visitors, answering questions, and directing participants.
- Assist with video production during Sandwiching in History Tours.
- Oversee monthly trivia questions on Facebook
- Write for the agency's blog
- Assist with lesson plan development and teacher training through research, event planning, and data collection.
- Library and internet-based historical research
- Occasional travel, dependent on the intern's schedule, to out of town presentations.
- Write entries for the Encyclopedia of Arkansas History and Culture

III. Required Qualifications:

- Strong writing and editing skills
- Ability to use standard office software: Word, Powerpoint, E-mail, and Excel.
- Strong research skills, both library based and internet based.
- Knowledge of social media tools: Facebook, Twitter and Wordpress blogging platforms. (Or the ability to learn these tools).
- Interest in Arkansas history and culture
- Customer service skills (being able to interact with the public is particularly important)

IV. Working Hours:

- Flexible Hours, 6-10 hours per week. Friday's between 10-1:30 is particularly desirable.
- Will take interns for any semester, including summer semesters and May semester.

V. Location of Work: Arkansas Historic Preservation Program Office

1100 North Street
Little Rock, AR 72201

VI. Intern Supervision: Callie Williams will coordinate all applications for the Community Outreach Department.

VII. Intern Evaluation: Callie Williams, Education and Outreach Coordinator

VIII. Application Process:

Application materials available at:

<http://www.arkansasheritage.com/About/employment> (bottom of page)

Please include the following materials with your completed DAH application:

1. A current resume.
2. A one-page cover letter.
3. A writing sample, or sample of a research project
4. Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit your DAH Intern Application and related materials to:

Debbie Biggs, DAH Personnel Manager
debbie.biggs@arkansas.gov