



ARKANSAS HISTORIC PRESERVATION PROGRAM

An agency 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: **Shelle Stormoe** if student is interested in working on **Public Relations or Education projects**; **Mark Christ** if student is interested in working on **Historical projects**. Shelle Stormoe will coordinate all applications for the Community Outreach Department.

VII. Intern Evaluation: Shelle Stormoe or Mark Christ, depending on the project the intern chooses to work on.

VIII. Application Process:

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 application and related materials to:

Debbie Biggs, DAH Personnel Manager @
debbieb@arkansasheritage.org