

Road to Freedom Tennessee Research Internship

Are you an aspiring historian or communicator looking for a paid part-time internship opportunity to sharpen your research skills, engage with public history professionals, and contribute to stories that matter?

The Road to Freedom Tennessee is a digital and physical history initiative supporting education and heritage tourism centered on historic sites located throughout Tennessee that tell little-known histories of African American agency and contributions in the cause of freedom during the broadly defined Civil War-era. The intern will:

- conduct research to identify relevant sites and histories,
- compile materials to present selected histories to a curious public, and
- upload descriptions, images, and primary sources to virtual platforms sharing the *Road to Freedom*.

Funded in part through the Tennessee Wars Commission (via the Tennessee Historical Commission), and led by the American Battlefield Trust, the nation's premier battlefield land preservation and education organization, in partnership with Civil War Trails, Inc. and the African American Heritage Preservation Foundation, the intern will engage with and receive feedback from leading professionals in these organizations as well as other local and state historians.

Responsibilities, in relation to the core tasks identified above, will consist of, but are not limited to, the following:

- Conducting research in a wide range of digital and analog sources and consistently documenting, organizing, and storing findings in accordance with project requirements
- Making research inquiries or conducting informal interviews, over the phone; via email, text, or letter; and/or rarely if ever in person, as needed
- Transcribing and captioning primary source materials as needed
- Compiling research findings into Excel spreadsheets, word document, and other file formats
- Composing descriptions using credible sources, good sentence structure/grammar/spelling, and style guidance provided for the project
- Reviewing, proofreading, fact-checking your own work as well as that of others, and receiving and addressing feedback provided by project teammates, partners, and stakeholders
- Uploading digital materials to virtual platforms in accordance with project requirements.
- Participate in regular and ad hoc virtual meetings with project teammates, partners, and stakeholders
- Routinely report on progress, problems, and plans through virtual status conferences and/or brief written reports.

Qualified candidates will demonstrate:

- A commitment to and genuine interest in missions of the project partners, the project objectives, and the highest standards of professional public history practice and conduct
- Excellent critical thinking; historical research; and writing, copy editing, and proficiency in English.
- Excellent computer skills with experience in Microsoft Office, virtual communication tools, and cloud-based file transfer and storage systems
- The ability to work independently and with coworkers on collaborative projects
- The ability to work well under pressure and with deadlines
- They are self-motivated, detailed oriented, creative, thoughtful, collaborative, confident, respectful, trustworthy, engaged, effective, flexible, and highly organized.

Additional Internship Information:

- This is a remote/telework internship for undergraduate or graduate students ideally based in Tennessee and may rarely involve in-person engagement with teammates, partners, or stakeholders as project funding allows.
- Tennessee HBCU students encouraged to apply.
- Interns are responsible to have access to and maintain the necessary computer hardware and software to perform required tasks.
- This internship will run for 14 weeks from Mid-May to August 2023, for up to 29 hours per week and an estimated total of 400 hours. While we strive to accommodate the schedules of qualified candidates, the selection process is competitive and project and organizational staffing needs are consideration criteria.
- Ideally, assuming satisfactory performance and at ABT's sole discretion, the internship will be extended for 13 weeks from September-November for up to 16 hours per week and an estimated total of 200 hours.
- Satisfactory performance requires meeting assigned quality and productivity standards.
- Compensation is \$16.10/hour.

Successful candidates will be contacted directly. As part of the selection process, candidates may be asked to participate in an interview, either in-person or over videoconference/phone. We regret that due to the volume of submissions, we may not be able to respond personally to all applicants. No calls, please.

Review of applicants will begin February 28, 2023, and will continue until the position is filled. Application packages should contain a cover letter, resume and two writing samples (no more than five pages; excerpts welcome). Please submit applications to Colleen Cheslak-Poulton roadtofreedom@battlefields.org with "TN ROAD TO FREEDOM INTERNSHIP" in the subject line.

The American Battlefield Trust is an Equal Employment Opportunity employer.