



## **Content / Curatorial Intern Job Description – Fall 2015**

The History Factory seeks smart, motivated students or recent graduates to participate in our internship program. The program exposes participants to a wide range of our services, products and methodologies. Under the supervision of our curators, the content intern will work with our creative, archival, design and project management teams to help execute complex heritage-based communications solutions for a variety of Fortune 500 clients, including financial services, consumer products, B2B, health care and telecommunications corporations.

### **Sample Job Responsibilities for Content Intern**

- Assist with content development for exhibit interactives
- Assist teams with image and artifact organization and installation prep for upcoming exhibitions.
- Coordinate high resolution image needs with designers for exhibit layout
- Conduct image research and image sourcing within corporate archival collections and outside repositories
- Perform research within corporate archival collections and outside repositories to discover information, develop communication concepts, assemble baseline factual information (timelines, leadership chronologies, background biographical research, etc.)
- Assist teams with research, and fact-checking, heritage-based content using corporate archival collections and other resources.
- Assist teams with other client, business development and firm management projects as needed. (including current exhibition and book publication work as well as incoming exhibitions, website content, short and long narrative publications and imaging projects)

### **Required Skills, Knowledge & Experience**

- Experience in a creative or museum setting
- Ability to multitask and thrive in a fast-paced environment
- A high level of curiosity
- Demonstrated interest in history and business
- Strong organizational and prioritization skills
- Strong communication and presentation skills
- Ability to proactively identify and address potential project and/or client issues

Candidates should be available to work in the Washington DC office (near Dupont Circle) part or full time for the fall. A stipend is available.

To apply: please send your resume and cover letter to  
Sara Eagin, Senior Curator at [seagin@historyfactory.com](mailto:seagin@historyfactory.com)