



THE
HISTORY FACTORY

A HERITAGE MANAGEMENT AGENCY

OPEN POSITIONS

Position Research Intern
Location Washington, DC
Posting Date September 19, 2012

The History Factory is looking for a **research intern** to support a variety of projects alongside our writers, curators, videographers, designers and other staff to provide foundational material used in documenting our client's histories. Candidates should have an interest in history and corporate culture and strong communication and organizational skills.

Working for The History Factory provides interns with an opportunity to further build their research and writing skills, expand their understanding of history and corporate culture in the context of today's business environment, and explore opportunities in a variety of career paths.

Research interns substantively contribute to our projects in numerous ways:

- Providing the research foundation for corporate and organizational histories
- Conducting image research and sourcing
- Documenting and obtaining image permissions for books, exhibits, websites and other materials
- Collecting and analyzing information in a business context
- Documenting sources used for research projects
- Providing editorial/proofing support

Interested students pursuing relevant coursework and others looking to build on their experience in research, history, writing, editing, and communications are welcome to apply. Marketing skills and experience a plus. A modest stipend will be provided.

To apply for this position, please submit a resume and cover letter to careers@historyfactory.com.