

Organization: Lake Superior YMCA

Internship: Organizational History and Archives Intern

Reports To: Senior Executive Business Administrator

Hours: Flexible. In general, interns will work weekdays during normal business hours. This internship is open to either one or two semesters.

Location: Downtown Duluth. This is an in-person internship.



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

The Lake Superior YMCA is seeking a History & Archives Intern to research, document, and preserve the organization's history and its role in the community.

This internship is intended for a history student interested in public history, archival research, local history, nonprofit history, or historical documentation. The intern will begin the process of conducting a full-scale historical study of the Lake Superior YMCA, gathering and organizing primary-source materials, photographs, publications, newspaper articles and organizational records.

The eventual completed project will create a substantial historical record that can be used by the Y for educational programs, exhibits, publications, fundraising, community outreach, and future research.

Essential Functions:

Document Collection & Preservation

- Locate historical Y documents in organizational files and storage spaces around the Y. May also include looking into private collections, libraries, archives, and other repositories.
- Digitally scan or photograph appropriate historical documents when appropriate.
- Create an organized archive of collected materials. This may be digital or analog.
- Develop a consistent naming and filing system for materials.
- Identify particularly significant documents that should receive priority for preservation.

Photograph Collection

- Locate historical photographs of local Y buildings, facilities, programs, sporting events, camps, staff, members, volunteers, and community activities.
- Collect or digitally reproduce photographs from YMCA records and private collections when permission is granted.
- Create a photographic inventory and digital database.
- Preserve original photographs and when appropriate, create high-quality digital copies for research and educational use.

- Work with former YMCA members, employees, and community members to identify unidentified photographs.

Note on Proposed Internship Outcome

The ultimate goal is to leave the Lake Superior YMCA with a usable and sustainable historical archive, rather than simply a student research paper. The materials gathered during the internship should be organized so that future YMCA staff, researchers, students, and community members can continue building upon the work.

Required Qualifications:

1. A current undergraduate or graduate student studying history, public history, museum studies, archival studies, or a related field.
2. Comfortable conducting independent research.
3. Able to handle historical documents and photographs carefully.
4. Highly organized, with strong planning and project management skills.
5. Self-motivated and able to take initiative.

Desired Qualifications:

1. Familiar with Microsoft Office; experience with scanning, photography, databases, or archival software is helpful but not required.

Compensation:

Interns do receive a YMCA membership during their internship. They also will receive a great resume building experience working in the non-profit sector with one of the largest non-profit organizations in the nation. This is a great opportunity to build your portfolio with one of the oldest and most well-known non-profit organizations in the United States.

Application Process:

- Cover Letter and Resume
- One or two letters of recommendation

Contact Information:

Gina Miller

Volunteer & Internship Coordinator

Lake Superior YMCA

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