Intership Position Description

Project Researcher for Boston Stories Project: The Children's Museum as a Model for Nonprofit Leadership

Supervisors: Project Intern Team Leader / Boston Stories Project Director

Objective: The Boston Stories Project seeks part-time student intern researchers to assist the team with gathering, organizing, mounting, and completing the Archive Section of the project website in the final months of what has been a wide-ranging, deeply researched eight-year effort involving publishing a collection of organizational case studies. Publication is scheduled for Spring 2013.

Potential applicants are invited to visit the project website http://bcmstories.com to get an overview of the project's audience, goals, approach, architecture, and progress to this point.

Responsibilities: Interns will be assigned a shared workspace at the museum. However, if necessary or desirable, a great deal of the work can be done away from the museum using e-mail, digital files available on the cloud, and by keeping in touch by monthly conference calls, and with regular face-to face meetings with the Team Leader/Project Director.

The Archival tasks involve:

- **Becoming** familiar with project formats and methods on Basecamp and Website
- **Writing** descriptions and keywords for files that will be included on Archive
- **Editing** existing files on Basecamp so they conform to Archive file formats
- **Uploading** new and missing Archive files onto Basecamp using project formats
- **Transferring** edited Archive files from Basecamp to Boston Stories Website
- **Copy-Editing** Archive, and turn over completed files and documentation to BCM

The intern, working on very tight deadlines in order to complete the project this year, must make a serious commitment to the project goals and schedules. In turn, they, serving as a full member of the core project team, will receive recognition for their contribution to this ambitious and exciting effort.

Qualifications:

- Familiarity with standard MS Office Suite
- Candidates will learn how to manage Basecamp and Website formats and software
- Attention to detail, accuracy and deadlines will be a priority

Dates of Project: Currently through Fall 2012

Time commitment: In addition to monthly conference calls and regular meetings with the Intern Team Leader / Project Director, the volunteer will be expected to contribute several hours a week in order to keep pace with project deadlines.

Application Deadline: We are currently accepting applications for this volunteer opportunity.

How to Apply
A completed application consists of the following:

- a completed application form
- a resume outlining your educational, professional, and volunteer experiences, or biographical statement
- the e-mail addresses of one or two references

Every effort is made to match the skills and interests of prospective volunteer with the needs and priorities of the project and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from diverse backgrounds.