Oral History Internship
December 1, 2017 – May 31, 2018 (Longer if available)

EMPLOYER: Sawtooth Interpretive & Historical Association (SIHA) (SA)

EMPLOYER’S MISSION: SA’s mission is to protect and advance the natural and cultural history of the Sawtooth-Salmon River Country through preservation and education. SA is a non-profit 501(c) (3) association. For more about the Association please visit www.discoversawtooth.org

LOCATION: This position is expected to be off location from Stanley, Idaho and will be the expectation that the requirements of this internship position can be accomplished from the Boise State campus with oversight from the Association and faculty leadership. Our mailing address: Sawtooth Association, P.O. Box 75, Stanley, ID 83278.

POSITION SUMMARY: This position will be a paid internship position to fulfill a three (3) credit hour requirement for approximately 135 hours (the Project). The goal of the position will be to deliver a catalogue of the Association’s oral history archive including content subject matter that will enhance the interpretive needs of the Association and as further outlined and directed by the Oral History committee (the Leadership). This position may lead to some minimal transcription of critical interpretive content as directed by the Leadership.

GENERAL RESPONSIBILITIES:

• Obtain all collective oral history data and archive information from the Association.
• Review each archived media for content category and log in Excel document as directed by Leadership.
• Work with Leadership on a prioritization of interpretive importance to align with the objectives of interpretive significance and strategy for the Association.
• Where directed, some minor transcription of critical information may be requested.
• All data and cataloging is the sole property of the Association and may not be shared without the written expressed authorization of the Association.
• The Project will be expected to be completed by May 31, 2018 or as authorized by the Leadership of the Association.
• The position will be accountable to report progress to the Leadership as requested.
• Internship management will be monitored by the Internship Coordinator at Boise State who will act as intermediary in any conflict, coaching and tracking to meet the goals of this position.

REQUIRED QUALIFICATIONS:

• Currently enrolled in the Department of History at Boise State University and in good academic standing.
• Has the knowledge and skills required to commit and complete this project as outlined.
• Has the communication skills needed to successfully complete this project on time and within budget for the position.
• Have basic knowledge of interpretive techniques, and historic research and education techniques.
• Knowledge of Microsoft Office and social media or willingness to learn.
• Be willing to work within the scope of the hours budgeted.
• Have a commitment to the mission of SIHA!

SUPERVISION: This Intern Position will report directly to the Leadership of the Association.

TRAINING: The Intern will be trained as necessary by the Leadership of the Association and the Internship Coordinator from Boise State University as needed. The Leadership will require updates on the progress of the Project as requested at any time to ensure that deadlines and objectives are on track.

TYPICAL WEEKLY WORK SCHEDULE (Project = 135hr for Spring Semester 2018): Estimated to be 9hrs per week as a 3 credit hour internship to meet the objectives of Boise State University

PER DIEM/BENEFITS INCLUDE:

• $1080.00 Project stipend is provided at $8.00/hr for 135 hrs, payable upon successful completion of the Project. This provision will be made exclusively between the successful intern candidate and the Leadership of the Association.
• The Association has the right to cancel this internship project in the event expectations are not satisfactory with mediation from Boise State Internship Coordinator for resolution.

TO APPLY: Email cover letter, resume, and contact information for 3 references to Sarah Cawley, Executive Director, at scawley@discoversawtooth.org.

APPLICATION DEADLINE: December 20, 2017 at 11:59 PM