

# President Woodrow Wilson House

## Intern DESCRIPTION

<b>Title:</b>	Museum National Endowment for the Humanities (NEH) Intern
<b>Division:</b>	Preservation
<b>Department:</b>	Historic Sites
<b>Office/Location:</b>	President Woodrow Wilson House
<b>Supervisor:</b>	Scholar Program Coordinator
<b>Proposed Dates:</b>	June 6, 2022 – July 29, 2022
<b>Stipend:</b>	\$5,000

## PROJECT SUMMARY

### For the People by the People: Transforming National Trust Historic Sites through the Humanities Internship

President Wilson’s reputation has undergone much public reckoning in the past year. The President Wilson House in Washington DC, a National Trust site since 1961, is dedicated to confronting the truth about Wilson, good, bad and ugly, and has in the past year presented numerous digital programs that have utilized humanities scholars such as Dr. Arica Coleman, Dr. Eric Yellin, and Errin Haines from *The 19<sup>th</sup>* to examine his policies at that time, and how they resound to the present day. Additionally, the innovative *Suffrage Outside! the 19<sup>th</sup> Amendment at 100* exhibit, part of “Where Women Made History,” the National Trust’s multi-year initiative to recognize and protect historic places that showcase the vision, courage, and leadership of generations of women, celebrated the remarkable story of determined women. Visit [our website](#) for more information about this unique historic site.

With the National Endowment for the Humanities (NEH) For the People by the People grant, the Wilson House will enhance an existing program with scholars from Historically Black Colleges and Universities. The program will provide broadly applicable, humanities-based models for engaging scholars in the reexamination of the historic policies at the roots of contemporary racism.

Reporting to the Scholar Coordinator, the NEH Intern is exposed to a variety of workstreams at a historic site. The scholars will conduct research and participate with a trained anti-racist community facilitator to engage the local, diverse, D.C. community. The work will include surveys, focus groups, interviews, workshops and brainstorming labs. Results will be seen through live and virtual presentations, new tours, new website text, and subsequent programs, including a possible walking tour that would connect the Wilson House located on S Street in the Kalorama neighborhood with the homes of African American scholars and leaders working at the same time as Wilson—who were often negatively impacted by his policies.

National Trust internships are temporary, volunteer experiential learning opportunities with no expectation of employment at the conclusion of the internship. In addition to the stipend, students may be eligible for college or graduate school academic credit at the discretion of their institution.

## **DUTIES**

- Read and familiarize yourself with President Wilson, his consequential legacy, the Wilson House collection, and the role the Wilson House currently plays in the community
- Attend and participate in all site orientations, site tours and scholar meetings
- Attend and engage in all facilitation meetings and execute community outreach objectives and goals
- Report on community outreach findings
- Collaborate with Wilson House staff and internship peers in brainstorming exercises and conduct supporting research to propose meaningful and pertinent programs, activities, lesson plans, tours, workshops, exhibitions, community programs or other yet-to-be determined activities at the Wilson House.
- Work with Scholar Coordinator on a consistent and regular basis to ensure objectives are being met to develop and implement new public programming
- Assist with ongoing public programs such as Vintage Game Night, first Wednesdays and training programs and lectures offered by the National Trust for Historic Preservation
- Assist staff with reporting activities on an on-going basis for the purposes of social media, community engagement and publicizing of Internship activities
- Other duties as assigned

## **SCHEDULE OF PROGRAM**

### PHASE I (weeks 1-2)

- Identify and contact additional community partner individuals and groups
- Convene Kick-off for partners with staff and consultants
- Structure and conduct community dialogues

### PHASE II (weeks 3-4)

- Begin research
- Consolidate research

### PHASE III (weeks 5-6)

- Draft deliverables
- Circulate findings and organize internal and public feedback
- Produce events
- Conduct training for guides, educators, volunteers

### PHASE IV (weeks 7-8)

- Produce culminating events
- Summarize the work in reports
- Publish work digitally and disseminate
- Finalize all deliverables
- Communicate with public and stakeholders

## **EDUCATIONAL VALUE TO THE SCHOLAR**

The scholar will gain experience in facilitated dialogue, oral history, interpretive media development, and visual information development, under the leadership and mentorship of respected museum professionals and advanced university scholars in an educational setting at one of the nation's premier historic house museums. The scholar will have the opportunity to contribute meaningful and transformational research and content, as recognized by the NEH, to the site. They will also have the opportunity to participate in educational programming offered via the National Trust for Historic Preservation's Washington Office internship program. Students may also be eligible for college or graduate school academic credit at the discretion of their institution.

## **SCHOLAR MUST ATTEND**

- Vintage Game Night at Woodrow Wilson House either Wednesday, June 1, 2022 5:30 – 8:00 PM as a guest or Wednesday, July 6, 2022 5:30 – 8:00 PM as an intern
- Zoom lectures held by the National Trust for Historic Preservation
- Culmination Presentation, Thursday, July 28, 2022 5:00 – 6:00 PM

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- All meetings scheduled with Scholar Coordinator
- All meetings scheduled with Grant Facilitator

**SCHOLAR MUST PROVIDE**

The name and contact information of one advisor who will work with the Wilson House Scholar Coordinator to ensure the scholar’s program is successful and rewarding.

**QUALIFICATIONS**

- Interest in the mission of the Museum, history and non-profit related work
- Previous experience in community outreach is desired but not required
- Creative self-starter who is comfortable with both taking initiative and working in collaboration
- Excellent communicator – ability to listen, understand and interpret responses in interviews, focus groups and surveys.
- Ability to collaborate with peers to determine promoting and using the museum in unique and creative ways.
- Strong communication/writing skills and out of the box thinking
- Proficiency with Microsoft Office products required, including Outlook, Word and Excel. Working knowledge of Adobe Photoshop/Illustrator a plus. Experience using social media platforms (Facebook, Twitter, Tumblr, etc.) in a professional setting desired.
- Ability to understand and utilize emerging platforms, digital media, and web/social media management and measurement tools.
- Ability to work independently and complete assigned tasks within identified timeframes
- Basic analytical and problem-solving skills, including issue identification and prioritization. Basic project-organization skills.
- Excellent attention to detail.
- Ability to collaborate and achieve results with supervision, including ability to interact professionally with key internal and external stakeholders as needed. Public contact and ability to work successfully in close proximity to others required.
- Strong organizational skills required, with ability to prioritize, multi-task efficiently, and meet deadlines in a timely fashion
- Ability to think, reflect upon and synthesize information and materials
- Strong verbal and written communication skills. Friendly and professional demeanor on the phone and in writing, with ability to speak and write clearly in English.
- Ability to work effectively with culturally diverse colleagues; connections to or experience helping to engage culturally diverse audiences and partners a plus.
- Regular and reliable attendance required.
- Current or rising college juniors, seniors or graduate student at a Historic Black College or University.

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Scholar Name

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Scholar Signature

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Date