Overview

The Fulton County Historical Society is a 501(c)3 non-profit located in Gloversville, NY. Established in 1952, our mission is to acquire, preserve and promote the history of Fulton County, NY and to convey the significance to the public with tours, exhibits, programs, and research. The FCHS and museum are housed in the former Kingsboro school building, built in 1900 on the site of the Kingsboro Academy. Permanent exhibits explore our community’s educational history, glove and leather heritage, military service, civic organizations, businesses, FJ&G Railroad, sports history, and more.

The Fulton County Historical Society is seeking an archives intern for the Fall 2022 semester at 12 hours a week, for a total of 120 hours. Hourly pay is $15.00.

Job Description

In 2021, the FCHS took possession of the “morgue files,” photographs, and other historically significant archives that were part of the Leader-Herald, the county’s local newspaper, when it was sold to the Schenectady Gazette. The archives intern will work with the Executive Director to craft a work plan and project timeline to inventory this collection. Goals and requirements of the project include:

- Complete an inventory of the Leader-Herald archives for internal and public use;
- Weekly check-in meetings to review the work plan, address unexpected challenges, and touch base on next steps;
- Create a final report OR complete an exit interview with the Executive Director upon completion of the internship (candidate may choose);
- (Optional) Give a public presentation about the project

Requirements

The successful candidate is a college or graduate-level student pursuing a career in museums, archives, or libraries. Other requirements:

- Excellent interpersonal and communication skills, both written and verbal
- Excellent organizational and prioritization skills, with strong attention to detail
- Proficiency with Microsoft Office and Google Suite
- Available to work some weekends if needed

The Fulton County Historical Society is committed to advancing inclusion, diversity, equity, and accessibility at our institution and in our society.

The Fulton County Historical Society is an equal opportunity employer.

To Apply
Please send a cover letter, resume, and two references to Samantha Hall-Saladino at ssaladino@fultoncountyhistoricalsociety.org. Please include “Fall 2022 Internship” in the subject line.

Applications will close August 12th. Applicants will be notified in early September.

This project is supported by the Museum Association of New York and the New York State Council on the Arts Partnership Grants for Capacity Building. Partnership Grants for Capacity Building are made possible by the New York State Council on the Arts with the support of the Office of the Governor and the New York State Legislature.