Virtual Andover app Content Internships
Andover's history center is seeking to fill two internships for spring semester 2017, January-May, to build a new Virtual Andover app. Each internship has a stipend of $1,250. Interns will report to the Executive Director.

We are looking for talented and passionate individuals to assist with copy writing, content editing, fact checking, and quality assurance for content on our new Virtual Andover app, and other digital content. The position is ideal for undergraduate or graduate college students or recent grads seeking experience in developing digital content for museums and historic places.

Key Responsibilities:
- Work with the history center Executive Director on the development of the new Virtual Andover app. Coordinate with our vendor/partners at Cuseum as needed.
- Develop content for the app mostly from a stockpile of hundreds of stories. Some new research might be required.
- Identify artifacts, photographs, documents, and other images to create visual content for the app.
- Work with staff and volunteer community historians who will review content for accuracy.
- Work with staff and volunteer editors who will review for grammar and style.
- Ensure adherence to the history center's style guide for the app to ensure consistent branding.
- Collaborate with civic, school, and community partners on relevant content.
- Collaborate with history center staff.

Requirements:
- Recent or current college experience at the upperclassman or graduate level.
- Prior copywriting/copyediting experience for a digital public audience is highly desirable.
- Experience with or openness to learning about writing for a public audience (i.e., non-academic).
- Understanding of and appreciation for American history and local history.
- Excellent communication skills, with a friendly, conversational, and professional demeanor in both verbal and written communication.
- Familiarity with digital content and media.
- Very organized with impeccable attention to detail, someone who geeks out over grammar and has an eagle eye.
- Process-oriented yet adaptable to change.
- Good research skills.
- Quick learner with strong computer skills and data entry skills.

Position Details:
• Temporary, 5-10 hours per week, combination of remote and on-site work in Andover, MA