



historycouncilnsw

Internship Program - 2019

Purpose

The History Council of NSW's (HCNSW) Internship Program, which commenced in 2017, provides an opportunity for students enrolled in history or related disciplines at a tertiary level to gain experience working for a history organisation. The HCNSW is committed to providing vocational opportunities for students and/or young people to aid them in developing sustainable career paths and networks in the history sector.

Objectives

- Create vocational opportunities for students and/or young people to gain experience working in a professional organisation in the history sector;
- Cater for the professional development of students and/or young people by providing workplace skills development;
- Assist in relationship management with HCNSW members, especially those in regional areas.
- Raise the profile of history throughout New South Wales.

Internship Program

The HCNSW runs an internship program for students enrolled in history or a related discipline within tertiary institutions in New South Wales. The student intern is given the choice of involvement in two of the HCNSW's main programs: History Week and the Speaker Connect program. There are multiple opportunities for internships: 2 for History Week and 1-5 for Speaker Connect events.

The length of an internship is variable and hours will be negotiated with the intern, taking into consideration the Fair Work Act's instructions about unpaid labour.

In 2019, it is proposed that the following internships be advertised in June for History Week, and later in the year for Speaker Connect events:

- History Week - 2 x interns, commencing in July and finishing in mid-September. Total hours: 7 hours per week each intern, to be worked flexibly.
- Speaker Connect - 1-5 interns for Speaker Connect events, dependent on the availability of the learning experience for the intern. Total hours: 7 hours per week per intern for a maximum of 28 hours, to be worked flexibly.

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For both of these programs, the interns will assist in organisation, promotion and implementation of either a History Week event or a Speaker Connect talk. At each event, interns will be considered to be professional representatives of the HCNSW.

Intern duties will include:

- Assisting the Administration Assistant in organisation and promotion of their designated event, both online and in-person (e.g. assisting set up of the Annual History Lecture, handing out promotional material at a Speaker Connect/History Week event);
- Photographing the event for HCNSW website use;
- Writing up a review/summation of the event to be published on the HCNSW website and social media channels;
- Interviewing the host organisation after event to capture feedback for the development of future HCNSW programs.

Required skills & attributes

- Currently enrolled as a History student at a Higher Education institution in NSW
- Good verbal and written communication skills
- PC literacy, fast typing, knowledge of a range of programs in MS Office or Google Docs
- Social media experience
- Experience working in the Events or Hospitality industries (Desirable)
- Attention to detail
- A collaborative & flexible nature, willing to work and learn effectively in a small team
- Ability to undertake the role out of usual business hours, when required.

Supervision

The HCNSW Executive Officer and Programs & Administrative Officer oversee each internship project, including an initiation meeting to clarify the project terms and internship agreement, and develop a timetable of work and deliverables. Supervision within the office space is provided where necessary along with feedback at key stages and a reference letter at the end of the project. The intern will be asked to provide feedback on their experience.

Due to the tight resource environment of the HCNSW and limited office space, the program is limited to a maximum of 2 interns during History Week (typically beginning sometime in July and carrying through to after History Week in mid-September), and one intern per Speaker Connect talk. Interns will be asked for their availability upon application, and successful interns may be invited to work on more than one Speaker Connect talk, if suitable for both parties.

Travel and workplace expenses relating to the internship will only be paid in relation to attendance at History Week and Speaker Connect events, and must be approved in advance by the Executive Officer.

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Process

- The internship project is advertised on the HCNSW website, social media outlets and newsletter, and the relevant disciplines at tertiary institutions in NSW.
- Students are required to submit an application via the online form available via the link on the Internship webpage.
- The successful applicant to be determined by the Executive Officer and approved by the HCNSW President.

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