

**Making History: Potter Park Zoo Historical Digital Media Intern**

The Potter Park Zoo is offering an unpaid full-time (40 hours) or part-time (20+ hours) internship to someone with an interest in the history and impact of local cultural institutions on the community.  Celebrating its Centennial in 2020, the Zoo is seeking assistance in preparation for this milestone through the collection of stories of its history and growth into a modern zoo.

Stories will be collected via historical research, and interviews, written statements, and social media with former and current zookeepers, staff, volunteers, and community members. Stories will be shared with the community through social media, displays at the zoo, and perhaps a publication.

Duties and tasks may include but are not limited to:

1. Archiving and digitizing zoo historical materials for use in stories. Video editing is preferred, but not required."
2. Becoming familiar with the history and current operations of the Zoo and the local community
3. Developing protocols for collecting stories from various audiences
4. Collecting stories in various formats
5. Conducting interviews in person, over the phone, and on social media
6. Editing input for public sharing
7. Assisting with local historical research as needed

**Requirements**

1. Applicants should be currently pursuing an undergraduate degree.
2. They should have excellent communication skills and enjoy working with people of people of all ages and backgrounds
3. They must be self-motivated, energetic, adaptable, and be able to work on a team.
4. They should also be skilled in interview techniques, note taking, writing, and editing.

**Further Comments**

1. Hours will generally be during the week, with some required weekend and evening events.
2. This is an unpaid internship though we can provide a small stipend to defray transportation and other costs.
3. College credit is available; the intern is responsible for obtaining the necessary paperwork and approval from their university.

**How to Apply**

Fill out an online application at <https://potterparkzoo.org/internships/> , *and* send resume and cover letter electronically to: kchritz@ingham.org

Or by mail:

Application Deadlines:

Spring 2019: until filled

Summer 2019: April 1, 2019

Fall 2019: August 1, 2019

Spring 2020: November 15, 2019

Attn: Kaiti Chritz

Communications Manager

Potter Park Zoo

1301 South Pennsylvania Avenue

Lansing, MI 48912

Potter Park Zoo is an AZA accredited zoo in Lansing, MI.

Our mission: Inspiring conservation of animals and the natural world.