

THE BOROUGH OF BELL ACRES

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Paid Local Government Internship

Summer 2018

Deadline for Application – May 15, 2018

PROJECT TITLE: BELL ACRES BOROUGH HISTORICAL PROJECT

PROJECT SCOPE

The Bell Acres Borough Historical Project will engage in the researching and electronically archiving of the history of the Borough. The Research and Writing and IT project will focus on the history of the Borough from the time of the Native Americans until today. This will include a review of borough archives and photos, newspaper publications, and other sources; as necessary, to highlight the history of our dynamic Borough. Interviewing senior Borough residents and community leaders will also be required in order to capture the Borough's historical essence.

QUALIFICATIONS/SKILLS

The Bell Acres Borough is seeking an enthusiastic and creative student. The intern must be detail oriented, possess strong written, verbal, and interview skills. The intern will be conducting interviews; therefore, the individual must be comfortable taking the initiative and collaborating with Borough residents and community leaders. A local student who is pursuing a future career in History, Government, or Journalism is a plus. Experience with Microsoft Office applications, basic photo editing, and searchable website design is also a plus.

PROJECT DELIVERABLES

- ❖ Scanning, digitizing, and organizing all archive reference materials into a searchable database.
- ❖ Creation of a written web-based history into an end product that includes historical photos, letters, newspaper articles, and artifacts