

Youth Internship Program - Spring 2024

Oral History & Community Education Internship
Celebrating Intergenerational Connection



General info:

Organization	Lambda Archives of San Diego
Location	Hybrid , onsite at Lambda Archives (4545 Park blvd) & remote
Application Deadline	April 12, 2024
Internship Dates	May 06 - July 06, 2024 (See last page for full participation dates & details)
Eligibility	→ LGBTQIA+ youth, age 18-20 (must be 18 years old before May 06, 2024) → Priority to students who have not started full-time college or a full-time job
Compensation	→ \$600 total , a flat rate for the duration of the internship (equates to \$20-\$23/hr) → Laptop provided upon request (for internship and to keep)

Description:

Lambda Archives is excited to announce our second paid internship program for local LGBTQIA+ youth. The spring 2024 internship program will focus on pairing transitional-age youth (ages 18-20) with elders in the community for an opportunity to connect across generations. Each intern will be paired with an elder and create a project including a conversational style oral history interview, a historical bio, a newsletter article, and an exhibit display; all featuring their elder and related topics.

What will you do remotely? Participate in a weekly virtual meeting with management and fellow interns, message and email coworkers and interviewees, conduct independent research, contribute to a curriculum bio on your topic, write for the newsletter, and other tasks to prepare for your onsite interview, exhibit display, and the exhibit reception.

What will you do onsite? Work with a team, conduct archival research, participate in a recorded interview, prepare exhibit displays, and set up and participate in the exhibit reception.

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Requirements:

- A passion for community
- An interest in intergenerational connection and learning from elders
- Organizational skills and attention to detail
- Research, writing, and communication skills (or willing to learn)
- Comfortable working in a hybrid remote/onsite environment
- Comfortable working with others and independently
- Able to commit to onsite and remote dates listed
- Comfortable participating in a recorded interview session with elders in the community.
Willing to be open, gracious, and respectful throughout the process.
- Acceptance of our sharing guidelines for this project. If participating, your likeness may be shared in association with our:
 - Exhibits
 - Educational content
 - Newsletters
 - Oral history collections
 - Archival collections
 - Social media
 - Website
 - Print materials

How to Apply:

1. Review the requirements and dates and confirm your eligibility and availability (see date details on the next page).
2. Look over the “elder bios” document with the list of elders who will be participating. Consider who you would like to pair with and why. What do you look forward to learning from them? Take notes so that you may mention your answers in your application.
3. Create a 1-3 minute video expressing your interest in the oral history project and the elder(s) you are interested in pairing with and why. Note: we are not concerned with the quality of the video or the location where you shoot it, but more so that you show interest in the project. Please share your video via a private YouTube or Google Drive link attached to your application.
4. Prepare a 1-page cover letter expressing your interest in the overall internship and why you believe you would be a good fit for the program, whether through your experience or interest in learning skills related to the program. Do not worry about formatting, this will be pasted into a textbox in your application.
5. Fill in and submit the attached application, making sure to attach your video and cover letter.

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Dates/Availability requirements:

Description	Dates/times	Total hours	Virtual or In-Person
Applications close	April 12		
Decision emails sent out	April 16		
Intern acceptance deadline	April 22		
Internship start date (Orientation)	May 06, 4-6 pm	2 hours	Virtual
Virtual group meetings	May 13, 20, 28* & June 03, 4-6 pm	2 hours per session (8 hours total)	Virtual
Oral history interviews	TBD, depending on the interviewee & intern's schedules (Optimal window: May 14-25)	2 hours (1-hour interview, but prep & wrap up time included)	Either
In-person group meeting	June 10 (time TBD)	2 hours	In-Person
In-person Exhibit set-up	June 17 & 20 (times TBD)	2-3 hours per session (4-6 total)	In-Person
In-person Exhibit reception rehearsal	June 27 (times TBD)	3-4 hours	In-Person
Exhibit reception	June 30 (time TBD)	3-4 hours (including set up/tear down)	In-Person
Final check ins	Week of July 01-06 (flexible)	2 hours	Either
Total hours:		26-30 hours	

* May 28th is a Tuesday, regular meeting time moved due to holiday