

DETROIT HISTORICAL SOCIETY



Job Title: Newberry Research Internship (Part Time)

Department: Mission

Reports to: Director of Collections & Curatorial

Hourly Range: \$15.00/hour

Start Date: February/March 2026

End Date: June 2026

History saved and preserved is the foundation for strong, vibrant communities and future generations. The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over one hundred years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum on Belle Isle, and our Collection Resource Center at Historic Fort Wayne. The team cares for over 250,000 artifacts in its collection and relies on a staff of over sixty individuals to help continue to bring Detroit's vibrant stories to life.

Position Description

The Detroit Historical Society is pleased to offer a part-time, temporary internship opportunity with its Collections & Curatorial Department. The candidate will be supporting the effort to research and gather information on the historical Newberry Family - known for its significant role in the industrial development of Detroit. The Newberry Research Intern will support the research effort, with the oversight of the Director of Collections & Curatorial.

Day to day work will include researching and compiling data on the Newberry Family, along with researching and contacting any promising leads to gather additional information. The Newberry Research Intern will work closely with the Director of Collections & Curatorial as well as the Curator of Collections.

This part time internship (max 10 hours per week, not to exceed 160 hours) will last approximately 16 weeks.

Major Responsibilities

- Daily research in primary and secondary sources.
- Conduct oral histories as needed.
- Develop written content based on research

Required Qualifications

- Demonstrated ability to conduct scholarly research in archives, libraries etc.
- Demonstrated ability to translate research into writing.
- Strong organizational and project management skills with strong attention to detail.
- Ability to work on a tight schedule and meet deadlines.
- Result-oriented self-starter who can work independently, if necessary, but also possess the ability to collaborate.
- Strong communication skills both internal and external.
- Basic knowledge of Michigan history desired.

Education and Experience

- Previous experience working with or volunteering in museum collections preferred.
- Enrolled as a **graduate student** with field of study in history or similar field.

- Advanced research skills.
- Advanced writing skills.
- Intermediate computer skills. All components of Microsoft Office Suite 365.

Compensation and Benefits

- Paid Parental Leave after 12 months of qualifying service in coordination with FMLA.

Candidates must have reliable transportation and be willing to undergo a criminal background check and provide references (as needed/requested). **Preferred but not required: possess valid driver's license.** **Please note the hourly wage prior to sending a résumé, cover letter, and writing sample** to the Human Resources Department at humanresource@detroithistorical.org

No phone calls, please.

EEO Statement

Detroit Historical Society is committed to the principles of equal employment. We respect diversity and accordingly are an equal opportunity employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, marital status, military service and veteran status, disability, genetic information, height, weight, or any other status protected by federal, state, or local laws and ordinances. The Organization is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.