



Tennessee History Day Assistantship

The Tennessee Historical Society is seeking a part-time, temporary assistant to help with the planning and coordination of Tennessee History Day, Tennessee's state-wide competition for the National History Day program. This position will begin January 17, 2018 and will conclude April 27, 2018. One day of work on Saturday, April 7, 2018 will be required. The successful applicant will also gain knowledge and experience in the day-to-day management of a small, non-profit, history organization. The position is **not** limited to currently enrolled students. Prior experience with History Day activities, data base management, and/or conference planning will characterize the successful applicant.

Dates and Hours Required: This position is located in downtown Nashville, TN, at the Tennessee Historical Society offices in the War Memorial Building. An average of 15 hours per week is required, though the workday schedule is flexible to suit the needs of both the assistant and the THS. During the week before competition, the assistant would ideally work as many days as possible from March 30 through April 7, 2018. Dates when the office will be especially busy will be: February 1, February 16, February 22, February 23, February 24, March 1, March 2, March 5, and March 16. Class schedules will always take priority, however.

Compensation: A stipend of \$2000 and weekly reimbursement of parking fees.

Duties will include:

- 1) Communicating with teachers and students regarding questions about competition rules including answering questions about primary sources and Turabian/MLA style for bibliographic information.
- 2) Communicating with teachers, students, and parents about online registration and paying registration fees.
- 3) Working with the online student and teacher registration system. Training will be provided.
- 4) Copying, collating, and organizing materials for judges, students, teachers, and volunteers for day of competition. Addressing logistical issues on day of competition.
- 5) Assisting with Tennessee History Day's online presence including website and Facebook updates.
- 6) Assisting with preparing curriculum materials for teachers.
- 7) Other duties as they arise. May include some work on other projects of the THS.

To Apply: Submit cover letter, resume, and three references (contact info only) by email to Jennifer C. Core, State Coordinator for Tennessee History Day, at historyday@tennesseehistory.org. **Application deadline is December 15, 2017.**

About Us: The Tennessee Historical Society is a non-profit, membership organization. Established in 1849, the Society's purpose is "to promote interest in and preservation of all matters relating to the history of Tennessee." As the oldest continually operating cultural organization in the state, the THS undertakes several activities to fulfill this purpose. Projects include the online edition of *The Tennessee Encyclopedia of History and Culture*, publication of the *Tennessee Historical Quarterly*, and Tennessee History Day. In addition to these special projects, we offer regular educational programming including lecture series, reading and discussion groups, and conferences.