

AUTOMOTIVE
H A L L o f F A M E

Internship Opportunity

Position: Historical Research Archivist

Reports to: V.P. of Education

The **Historical Research Archivist** reports to the V.P. of Education but works closely with staff across departments. While self-motivation and independent research is important, this is a team-oriented position that requires clear and consistent communication as part of a project Team. The Historical Research Archivist

The primary duties and responsibilities of the **Historical Research Archivist** include:

- Write updated content for AHF Awardees according to provided specifications.
- Organize content and material provided by journalists, historians, awardees, and other experts in the field.
- Organize, archive, and ensure appropriate release paperwork for digital and physical assets.
- Assist in implementing an archival system to house AHF assets.

The Automotive Hall of Fame is dedicated to ensuring our internship opportunities will build usable skills to be added to your resume. AHF Internships are project-based, with added responsibilities added based on aptitude.

Additional opportunities for the **Historical Research Archivist** include but are not limited to:

- Interviewing subject matter experts
- Pitching and crafting online content according to Hall of Fame themes and messages focus

Wage: \$11/hour; full-time available

Duration: Position available June 1st, 2020 – December 15th, 2020 with the possibility of extension.

Conditions: Be prepared to work virtually with availability Mon-Fri for Zoom meetings. Working onsite will be based on restrictions appropriate for the restoration of business norms. Access to a computer is appreciated. If you do not have access to a computer one may be provided to you.

Skills required: Computer knowledge of Microsoft Teams, social media knowledge, researching skills, knowledge of Archival and Library Science protocols. Historical research skills are critical to this position.

To Apply: Please send resume and cover letter to Eva Holinski at eva@thedrivingspirit.org with the subject Historical Research Archivist Application. You may also post your cover letter and resume to:

Automotive Hall of Fame
Attn: Historical Research Archivist Application
21400 Oakwood Blvd.
Dearborn, MI 48124

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About the Automotive Hall of Fame

The mission of the Automotive Hall of Fame is to honor and celebrate the accomplishments of individuals in the international motor vehicle industry through awards and educational programs that challenge young and old alike to higher levels of personal achievement.

It began in 1939 as the “Automobile Old Timers” association in New York, NY. Its mission was to perpetuate the memories of the early automotive pioneers. It moved to Washington, DC in 1960, and then Midland, MI in 1971 before moving to its current location in Dearborn, MI in 1997.

The Hall of Fame building is 25,000 square foot museum with exhibits and information honoring its awardees. The exhibits illustrate major automotive contributions and innovations by men and women from around the world. Since its founding in 1939, AHF has honored nearly 800 men and women.

The Hall of Fame also has a digital presence with a website, blog, emails and social media that tell stories of the people behind the automotive industry and the vehicles, innovations and technology that they have influenced. This includes stories, biographies, photo galleries, videos and more that are continuously updated to keep stories fresh and relevant for the visitors.