



## **OFFICE OF HISTORIC ALEXANDRIA INTERNSHIP**



The **Intern for the Frederick Douglass Memorial Cemetery Community History Initiative** will support the Office of Historic Alexandria's efforts to document and preserve the memories and stories of Frederick Douglass Memorial Cemetery, a historic African American cemetery in Alexandria, VA. The intern will gain the unique opportunity to experience a public history project about African American history in Alexandria, VA, and learn more about stakeholder-driven public history projects. They are specifically responsible for conducting community engagement with descendants of those buried at Douglass Cemetery; completing oral history transcriptions; conducting research as it relates to Douglass Cemetery; completing biographies of those buried at Douglass Cemetery; participating in weekly staff and community meetings; and helping complete a quarterly Douglass Cemetery Newsletter.

The Douglass Cemetery Association established Douglass Memorial Cemetery in 1895 as a segregated, nondenominational African American cemetery named in memory of Frederick Douglass (1818-1895). Records suggest over 2,000 people may have been buried in Douglass Cemetery, yet fewer than 700 grave markers are visible today. Some markers have fallen over or sunk into the ground, but many burials may have been originally have been marked with only an impermanent wooden marker, or with no marker at all. The last known burial at Douglass was in 1975, when the cemetery association dissolved. While the cemetery is no longer managed or maintained by the association, it has not been forgotten by the friends and families of those buried there. The Social Responsibility Group (SRG) and its sub-group, the Friends of Douglass Cemetery, have worked diligently to raise awareness of the significance of the cemetery and its preservation issues. In recent years, the City of Alexandria and the Office of Historic Alexandria (a department within the City's government), as well as the neighboring community associations, have stepped in to assist in the physical restoration of the cemetery, along with completing a community history project about the cemetery and those buried at Douglass.

The Office of Historic Alexandria is primarily looking for candidates who are available to work Mondays through Saturdays, starting the week of September 30, 2024, until the week of December 2, 2024 for 10 weeks, and 15 hours a week (150 hours total). The incumbent's workspace will be at the Alexandria Archaeology Museum in Old Town Alexandria (105 N Union St UNIT 327, Alexandria, VA 22314). The intern is required to work, at minimum, one day a week, on-site at the Museum, and at maximum, two days a week remotely. The Oral History Intern will report to the Manager of the Alexandria Oral History Center and the City Archeologist. The Oral History Intern will receive a stipend of \$2,000 for their work. The first half of the stipend (\$1,000) will be submitted halfway through the internship (after week 5) and the second half of the stipend (\$1,000) will be submitted at the end of the internship (after week 10).

### **What you should bring?**

To be considered as an ideal candidate, applicants must have some experience, or interest with oral history, documentary, interviewing, and African American history. Additionally, applicants must have some experience, or interest in working with diverse communities and conducting community engagement. Ideal candidates must have the ability to work well independently and collaboratively with a small team. Due to the nature of this position, they also should be able to climb stairs, stand and/or walk for long periods of time, and lift up to 50 pounds with or without an accommodation. Additionally, the candidate should be comfortable and able to travel within the city of Alexandria and/or the DMV area.

### **The Opportunity – Examples of Work and Experiences**

- Receive trainings on oral history methods and practices.
- Complete oral history transcriptions and generate oral history metadata.
- Complete biographies of those buried at Douglass Cemetery.
- Conduct research about Douglass Cemetery with City records and other archival sources.
- Help write and edit a quarterly newsletter about Douglass Cemetery.
- Assist in organizing and presenting at quarterly Douglass descendant meetings.
- Performs other duties as assigned.

### **Preferred Qualifications**

Demonstrated knowledge and experience with community engagement and working with diverse communities; Demonstrated knowledge of oral history/documentary theory and practices; Demonstrated knowledge and experience with African American history and African American burial grounds; Ability to climb stairs, stand and/or walk for long periods of time, and lift up to 50 pounds with or without an accommodation; Experience with video/audio editing; Experience working with diverse communities in the city of Alexandria are a plus.

### **How to Apply**

Please email a cover letter and resume to the Manager of the Alexandria Oral History Center, Francesco De Salvatore: [francesco.desalvator@alexandriava.gov](mailto:francesco.desalvator@alexandriava.gov). One virtual interview will be required before an internship offer is made.

**All applications are due by August 23, 2024.**