



**Position:** Archivist and Historical Researcher

**Location:** The Hippodrome (Gainesville, FL)

**Site Mentor and Supervisor:** Gabrielle Byam, Education Director

### **Organization Description:**

The Hippodrome was founded in 1972 by six artists with the goal of presenting the best in challenging, contemporary theatre. The Hippodrome Theatre is committed to artistic excellence in North Florida. Our mission is to collaborate with artists, create productions, education programs, events, and cinematic programming that reflect and elevate the diverse cultures and perspectives of our region, and to create and maintain ongoing engagement with our community.

For more information: <https://thehipp.org/>

### **Position Description and Key Responsibilities:**

- The intern will work to archive paper-based documents stretching from 1979 to the present, as well as artifacts from the historic Federal Building, listed on the National Registry of Historic Places and the current home of the theatre.
- The intern will research the history of the building and theatre as they organize and process documentation.
- The intern will develop a strategy to fulfill requirements necessary to complete the Florida Historical Marker Application for the City of Gainesville; and prepare suggested text for the markers and application packet to apply to the Florida Historical Marker program for 1911 Old Post Office and Federal Courthouse/the Hippodrome Theatre:  
<https://dos.myflorida.com/historical/preservation/historical-markers>
- The intern will work closely with historians and community members with institutional memory, historical institutions and archives, as well as representatives from the city and agencies necessary to gather documentation (e.g. City of Gainesville Parks and Recreation Department and the Cultural Affairs Department, the County archivist, etc.)
- Working closely with a staff member, the intern will learn preservation processes for aging photographs, journals, and periodicals.
- By the end of this program, interns will have created a digital registry to streamline access to documentation; have a broader understanding of physical archive processes; and emerge with a solid foundation in historical research and historical marker creation for cultural organizations.

**Qualifications and Skills Preferred:**

- Experience with Excel or other spreadsheet-based forms of data processing
- Newspaper and archival research
- Experience in digital and physical material archival methods
- High attention to detail and organizational best practices
- Strong notetaking and observational skills
- Familiarity with various citation styles