

CURRENT INTERNSHIP CONTACTS

LANG 340 / LIT 340

**Please note: Students can set up a NEW INTERNSHIP SITE. Contact the internship coordinator, Dr. Amanda Wray awray1@unca.edu

Organization	Contact Information	Project Description	Special Requirements
Verner Center for Early Learning	Ciera Mead HR and Volunteer Coordinator Verner Center for Early Learning 2586 Riceville Rd. Asheville, NC 28805 P: 828.298.0808, x. 132 F: 828.298.0707 cmead@verneremail.org <i>Verner fosters holistic learning environments where young children and families thrive.</i>	Archivist Intern Seeking a college level or college graduate level intern to catalog historical materials. The intern will create a cataloging system, organize materials, and properly catalog all materials using the cataloging system. <i>Duties and Responsibilities:</i> • Develops, arranges, and describes archival collections in accordance with accepted standards and practice • Analysis historical materials for the suitability of being archived • Participates in development and implementation of policies and standards for the archives • Develops and implements procedures for the acquisition, processing, digitization, and preservation of archival materials • This internship may also provide opportunities for research topics connected to the archive and the development of early education practice and policy in Western North Carolina • Other duties as assigned <i>Knowledge, Skills, and experience:</i> • Awareness of historical value of items • Knowledge of archival and preservation concepts, methodology, and techniques • Knowledge of archival ethics • Inquisitiveness • Skills in organizing resources • Ability to develop and maintain finding aids using contemporary tools • Proficiency in verbal and written communication • Ability to carry out independent research	

		• Ability to utilize archival software • Detail-orientated Qualifications: • Currently enrolled at a regionally accredited college or university with a focus or interest on archives and records • Recently graduated from a regionally accredited college or university with a relevant degree and/or a focus on archives and records • Possession of a high school degree and at least 2 years experience in archiving and recording data	
Quality Information Publishers, Inc.	Matt Morgan mattmorgan@fastmail.com Lyndon Smith lyndonsmith@hotmail.com Office Address: 441 N. Louisiana Ave Suite P Asheville, NC 28806 Office Phone: (866) 870-8140 Office Email: qualityinformationpublishers@gmail.com	Company Information: We collect historical/educational movies and stock footage from the 1940s - 1970s, digitize and remaster the films, then distribute educational products to educators and collectors. The process involves watching historical footage, extracting meaning and context from the footage, and then writing about the footage and placing it into a broad educational context. It's very similar to the experience gleaned from the required Humanities series at UNCA. We currently have 4 UNCA graduates on staff and are located off Louisiana Ave in West Asheville. Internship Information: A large part of our job consists of watching historical footage and then writing, analyzing, and interpreting the information into a historical context and finding its best placement for curriculum based tools. We are flexible with time scheduling and can offer opportunities for the Fall, Spring or Summer, depending on the student's individual schedule. Stipend is an option after a trial period.	
WNC Magazine	employment@wncmagazine.com	4 Types of internships available focusing on: Editorial, Photography, Multimedia, or Marketing & Sales Internships. Requirement is usually 10 to 20 hours a week. Check out the website for more details: http://wncmagazine.com/careers	To apply, email a cover letter, résumé, and pertinent writing / photography

			samples to employment@wncmagazine.com **Dr. Wray is happy to workshop any of these materials with you <i>before</i> you send them.
Thomas Wolfe Memorial	Thomas Wolfe Memorial State Historic Site 52 N. Market St. Asheville, NC 28801 Ph: (828) 253-8304 www.wolfememorial.com Christina Runkel Christina.runkel@ncdcr.gov	The Thomas Wolfe Memorial offers several opportunities for hands-on learning and first-hand experience with on-site training and work experience. All internships are un-paid but make great resume builders and may qualify for college credit. We request that students work 8 hours/week for one semester or equivalent time period. Below is a general description of some of the duties the intern will be assigned. · Provide guided tours of the Old Kentucky Home · Answer questions related to history, literature, and local attractions and eateries · Sell merchandise · Assist with artifact cleaning, training provided · Assist in creating exhibits · Conduct research for programs and exhibits · Conduct adult group and school group tours and activities	
US Forest Service	Cathryn Dowd cdowd@fs.fed.us	The U.S. Forest Service National Forests in North Carolina seeks a student to work as a volunteer/unpaid intern in the Public Affairs Office beginning in the January 2014 (for the spring 2014 semester). The internship could extend through the summer if the student chooses. The student can volunteer 6 - 20 hours per week at the office (located across from UNCA) at 160A Zillico Street, Asheville, N.C. 28801. The preferred student would be a Sophomore or Junior majoring in one of the following areas of study: Mass Communication or Journalism; New Media;	

		Public Relations; Marketing; or Environmental Studies. Primary duties of the Public Affairs Information Assistant will include: Assist with outreach efforts to underserved communities as well as secondary and elementary students through conservation education. Assist with updating, writing, formatting and disseminating printed or electronic materials. Assist with responding to inquiries to the Public Affairs Office concerning the four national forests in North Carolina. Other related duties as assigned.	
<i>The Laurel of Asheville</i>	belle@thelaurelofasheville.com	Attention all writers and photographers! We are looking to fill several unpaid, intern summer positions with <i>The Laurel of Asheville Magazine</i>. Summer months are especially busy for an arts and culture magazine based in Asheville. We are looking for motivated and talented writers and photographers who wish to gain hands--on experience in the magazine world. The internship will officially run 12 weeks. Accommodations may be possible with prior notice. Interviews (phone or in--person) will be conducted the week of April 1 and selections will be made shortly thereafter. <i>The editorial intern will be expected to:</i> Attend weekly team meetings and area events, Work an average of 12--15 hours per week, Contribute story ideas and attend team meetings weekly, Turn in polished articles on time, Work as a team member and occasionally peer edit, Have fun working independently and as a member of the team! <i>Photography interns will be expected to:</i> Bring their own camera (DSLR preferred) and edit photos, Attend weekly team meetings and area events,	Formal application. The call usually comes out in early spring.

		Work an average of 12--15 hours per week, Contribute story ideas and attend team meetings weekly, Turn in high--quality photos on time, Have fun working independently and as a member of the team!	
Talking Book	Kris Hartrum kris@talkingbook.pub	"We record books in a booth." Non Profit seeking an intern with interest in working with podcasts, online media, and magazine print.	None
Ramsey Library Special Collections	Gene Hyde ghyde@unca.edu	Processing archival materials into boxes. Writing finding aids for boxes of archival materials. Currently working with archives related to Black Asheville and local LGBTQIA+ history.	Interview
ScribeAmerica, a company that hires and trains Medical Scribes for Physicians.	Jay Schofield	"For students interested in careers in medicine. Our company is currently looking to recruit students to work as Medical Scribe Scribes in Asheville, NC. The scribe will work side by side with physicians assisting with documentation for each patient evaluated by the doctor. It is an exceptional opportunity for any student interested in medicine to gain first-hand experience following a physician. The role of a scribe is to closely collaborate with their assigned physician by documenting the history of each patient evaluated, the doctor's physical examination, the results of laboratory/radiological studies ordered, and the eventual diagnosis and disposition. Becoming a scribe provides the student with first rate exposure to medical terminology, disease processes, emergency procedures, medications, and the medical decision making process performed by the physicians. For more information you may also visit our website www.scribeamerica.com. Please contact me if you have any questions about our program. Regards, Jay Schofield	
River Link	Garrett Artz Garrette@riverlink.org	Handle communications such as press releases and other, longer stories for publication	
Laughing Heart Literary Project	Trent Thompson < trentlaugh	Laughing Heart Literary Project Outreach: Wilma Dykeman Literature & Literacy Legacy Workshop for Educators.	

	ngheartliteraryproj@gmail.com	The intern(s) would work closely with the Directors of Laughing Heart Literary Project and The Wilma Dykeman Legacy in developing materials, providing logistical support (prior to - and during), and participating directly in literature & literacy workshops.	
Asheville Arts Council	Stefanie Gerber Darr stefanie@ashevillearts.com	"The Asheville Area Arts Council would be extremely interested in collaborating with UNCA on having an internship through an MFA writing program here. I see loads of potential, including the exhibition curation, organizational history, grant writing, etc. that you listed. We are a multifaceted organization with a small staff and would be happy to host an intern to work with us on real world projects that make a difference to our non-profit and entire community. I also think some other projects that could be useful are helping with communications/marketing on our resources, grants, and opportunities we offer Buncombe County."	
FEAST (Fresh Easy Affordable Sustainable Tasty)	Kate Justen, feast.avl@gmail.com	"We would be very interested in an internship of this sort, for sure on the program end but also with grant writing or creating an annual report template, general communications(newsletter, website, social media communications, email blasts, etc.) I recently had an HR intern who redid our policy and procedures. We discussed the need for an in depth teachers manual and training manual for staff as well as volunteers but that seemed like another project."	
T.H.E. Center for Disordered Eating	Simone Seitz <simone@thecenternc.org>	Grant writing would be helpful, as would capturing stories for PR and content for marketing.	
Gold Leaf Literary	Carolina and Laura goldleaffliterary@gmail.com	We are looking for an unpaid intern who is interested in the literary business, would like to learn the ropes of publicity, is smart and motivated, and who may be able to do a small number of flexible hours per week.	
Asheville Date Night Guide	Contact David Earnhardt in Internship office at UNCA	I met recently with the owner of the Asheville Date Night Guide , a local website for couples in the area, and she mentioned that they wanted to add content under a heading they're calling "Do good date nights."	

Family Health and Wellness	Francis Van de Beuken fvandebeuken@famhelp.com	We are looking for someone to work with us on a paid internship. Looking for someone to write articles and work on copy for companies within our group	
The WANDER School	Abby Artemisia Botanist, Herbalist, Forager abby@wanderschool.com	Non-Profit seeking content writer for social media and other educational marketing materials.	
LGBTQIA+ Archive of Western NC	Amanda Wray awray1@unca.edu	(This is a great way to do a Community Engaged Scholar Project <i>and</i> earn internship hours.) LGBTQIA+ Archive started in Jan, 2019 and has collected over 50 oral history interviews and over 20 boxes of physical materials (ex, photos, pamphlets, clipped articles, stickers, drag art correspondence). Interns get a holistic view of a social sciences research project in action. Interns can focus their time in one of four areas: Data collection (conduct oral history interviews), Process physical materials and create finding aids, Create K12 Lesson Plans from the archive, and/or Create content from existing archival materials (digital media, in particular, a need as we build a virtual Pride Center with Blue Ridge Pride). Interns will meet regularly, as a class online, to check in on project goals, though most interns hours will be spent working on independent assignments within the archive. 1 - 4 credit hours.	
Literary and Arts Publication for Veteran residents at Charles George VA	Wilton Graves 706 765-8696 Wiltongraves3@gmail.com	Charles George VA Hospital Wilton Graves working with Kristie Kelley, Chief Nurse of Geriatrics, in the Community Living Center and Innovation Specialist Dr. Anne Bailey. Wish to develop a program to design a literary and arts publication with works created by our Veteran residents. The board will include myself, a few fellow <i>Struan</i> editors, hospital leadership, and hopefully some UNCA staff or students.	
Headwaters Magazine	Contact Evan Gurney in the English Department	https://headwaterscreativearts.wordpress.com/	
Soomo	See URL for application instructions.	https://www.soomolearning.com/editorial-intern "Editorial Intern	

		Remote Part-Time Not sure what you want to do? Well, do you love to learn? Do you have a razor-sharp eye for detail? If so, we want to talk to you about joining our team at Soomo!"	
Black Mountain College Museum	Kate Anderson (Averett) Outreach Manager BMCM+AC she/her In the office Tues - Sat	Internships at BMCM+AC are often project-based, bringing our efforts to new levels and allowing for students to gain behind the scenes, hands-on experience in museum and non-profit work. Interns are invited to hone their skills and develop new ones while assisting with event support, outreach, marketing, publications, and collections. Students can get in touch at info@blackmountaincollege.org with their resume and cover letter to learn more and apply.	