



## **INTERNSHIP OPPORTUNITY WITH FRIENDS OF HEAD HARBOUR LIGHTSTATION SUMMER 2018**

**POSITION:** Head Harbour Lightstation Summer Internship

**LOCATION:** Campobello, Island, New Brunswick, Canada

**DESCRIPTION OF THE HOST ORGANIZATION:**

The mandate of Friends of the Head Harbour Lightstation is to protect, promote and preserve the Head Harbour Lightstation on Campobello Island, New Brunswick. Head Harbour Lightstation is one of the oldest surviving wooden lightstations in Atlantic Canada and has a rich history and heritage. The original tower was built in 1829, and has Federal Heritage status. The other four buildings on the lightstation complex have Provincial Heritage status. The Friends of the Head Harbour Lightstation is a relatively young registered charity, and our initial efforts have been concentrated on the restoration and preservation of the physical facilities.

However, as a significant part of our preservation mission we also plan to assemble as much information as we are able to find on the lightstation, the lightkeepers, and the events that have occurred there over the nearly 200 years of its existence. In the transfer of ownership of the lightstation complex, no records or other documentary evidence was included. We have now begun the process of obtaining verifiable information about the lightstation's history.

**INTERN'S DUTIES & RESPONSIBILITIES:**

The student will be assigned responsibility for conducting historical research on the lightstation, its lightkeepers, and events that occurred at the lightstation, particularly during the period from Confederation until the departure of the last lightkeeper, 1867 – 1987. Sources to be searched may include, but are not limited to, internet resources (including the Canadian database), census records, provincial and federal archives, and local newspaper records. The student will need to have sufficient background in historical research to identify potential information sources in addition to searching those sources for information.

An emphasis during the 2018 internship will be the organization and assembly for publication of research results already gathered, including the incorporation of archival materials and records and the summarization of oral histories. In addition, the intern will continue archival research, particularly in national archives, and the gathering of oral histories.

Some of the documentary research may be done through internet searches, but we anticipate that most of the available information will be contained in documents that are available only in paper copies and that the student will need to do some travelling to perform the research duties. In particular, the student may need to travel to Ottawa to access Federal archival materials. Local travel will also be required for the student's oral history interviews. The student will need to have a laptop or other portable computer. Internet access on Campobello Island is available through the Campobello Library in Welshpool, NB, and we may be able to arrange for additional access through Board members. FHHL comment: "We think probably most of what we want is not in libraries but instead is hidden in government archives and newspaper archives. And it may well be like hunting clues in a mystery novel--going to one source and while there getting leads on more potential sources".

**SUPERVISION:**

The student will perform the internship with supervision by Board members of the Friends of the Head Harbour Lightstation, who will provide the historical background available to date, outline the goals of the research, identify some potential information sources, assist in identifying and arranging initial oral history interviews, and review the student's work product to ensure that it is accurate and relevant. Board members will be available on a continuing basis throughout the duration of the internship to answer questions and provide guidance and feedback. The student will be expected to develop a research plan with limited guidance, and must be self-directed in executing the plan and reporting research results.

**HOST ORGANIZATION REQUIREMENTS:**

- Academic: The student should have familiarity with Canadian historical research and source materials: library-based, internet-based, and in governmental and private archives (e.g., newspaper files). The student must have the ability to develop and organize a research work plan and be able to work independently with limited technical supervision.
- Language proficiency: The student must be proficient in written and spoken English.
- Computer and/or technical skills: The student must be able to perform internet searches and to assess the reliability and verifiability of materials obtained through such searches. The student should have some proficiency with MS Word.
- Interpersonal skills: The student must be able to interact productively with interviewees in arranging and obtaining oral histories and with research sources, e.g., librarians, archivists. The student must be able to effectively and accurately communicate research results. Prior experience or special interest: An interest in Canadian history is preferred
- Travel: The student must have a driver's license, vehicle, and passport. Campobello Island is accessible by vehicle only through the United States for much of the year; there is no public transportation to or on Campobello Island.

*Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.*

**HOURS:** Full-time, normally 35-40 hours per week. Monday to Friday

**REMUNERATION:** \$CAD 3000 will be paid for 12-week internship

**HOW TO APPLY:** Students must complete the online Arts Internship Application Form available on the AIO website [www.mcgill.ca/arts-internships](http://www.mcgill.ca/arts-internships)

**Application Deadlines:**

International internships: November 20, 2017. Canada & US internships: February 26<sup>th</sup>, 2018

**All internships will run for twelve weeks from May 7<sup>th</sup> to July 27<sup>th</sup>, 2018.**

**ELIGIBILITY:**

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

**TRAVEL ARRANGEMENTS:** Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

**ACCOMMODATIONS:** Finding suitable lodging during the internship is the responsibility of the intern.

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview.

The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration..*

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**WORKSHOPS:**

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)
- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

**HEALTH AND SAFETY:**

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. [http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

**ENTRY REQUIREMENTS:**

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.