Research Internship Opportunity

with the Bill Graham Centre for Contemporary International History

Fall Term 2019

The Bill Graham Centre for Contemporary International History is a joint enterprise of Trinity College and the Munk School of Global Affairs and Public Policy, in the University of Toronto. It was created in 2012 to promote the study of contemporary and current events from a historical perspective and to bring the worlds of the academic and the policymaker closer together. We pursue this mission through teaching; journal and monograph publishing; and the sponsorship of conferences, lectures, book launches, and similar events.

Internship Opportunity

The Graham Centre is seeking an intern to support its various projects and programs. Please note that this is an unpaid position. The work / training that is done will, however, be documented and recognized for academic credit in the program in which the intern is enrolled: University of Toronto; Munk School of Global Affairs and Public Policy – Peace, Conflict, and Justice major / specialist

The intern will work up to 7 hours a week from the week of September 9th to that of December 2, 2019, from the Graham Centre’s offices in Trinity College or home as appropriate.

The successful applicant will work under the supervision of the Graham Centre’s permanent staff.

Duties and Responsibilities

Research on Restitution (50% of evaluation).

In the 2019-2020 academic year, one of the Graham Centre’s projects will be preparations for a fall 2020 conference examining the debate over restitution of artifacts from museums to the groups from whom they may have been acquired in the first instance. The intern will be expected to prepare an annotated bibliography and literature review on this debate, setting out and evaluating the major schools of thought. The work will be supervised and evaluated by Prof. John English, the Graham Centre’s outgoing Director.

Event Management and Administrative Support (20% of evaluation).

The intern will also be expected to provide logistical and administrative support for the Graham Centre’s various events and programs. This may include, but not be limited to, liaising with facilities management, hotels, travel agents, and caterers, and staffing the reception desk at events. Supervision will be by Dr. Jack Cunningham, Program Coordinator at the Centre.

Communications (25% of evaluation)

The intern will be expected to assist with posting to and maintaining the Centre’s social media and online communications. Supervision will be by Dr. Jack Cunningham.
Reflective essay (5% of evaluation).

The intern will be required to write a short (500-1,000 words) essay reflecting on the internship experience and its applicability to the PCJ academic program. Evaluation will by the faculty supervisor.

**Required Skills**

1. An understanding of, and interest in, the broad goals of the Graham Centre
2. Excellent research, writing, and editorial skills, and the ability produce factually reliable materials in standard academic English
3. Experience in creating and managing web and social media content
4. Experience in event management
5. Willingness and ability to take direction
6. Initiative, and an ability to respond to unexpected challenges.

To apply, send your resume and cover letter by August 20 to stewartjohnccunningham@hotmail.com. Forward any questions about the position to this address.