

**Indigenous Cultures Conference**  
**Undergraduate Internship Specification**

<b>Conference Organiser</b>	Harriet Smart History PGR student
<b>Contact email</b>	hlcsmart1@shef.ac.uk

<b>Placement</b>	<b>FIVE Undergraduate Internships</b> Indigenous Cultures Conference, 12 and 13 September 2016 Humanities Research Institute, University of Sheffield
<b>Project description overview</b>	<p>The interns will play a key role in supporting a two-day international conference on the theme of indigenous cultures, languages and histories, with particularly focus on the Mexican indigenous language Nahuatl. This will be a truly international event. Native speakers of Nahuatl will be joining us from the Universidad Autónoma de Zacatecas in Mexico and specialists involved in revitalisation projects based at the University of Warsaw will deliver a keynote address, in addition to other papers from researchers based in the USA, Mexico and Europe.</p> <p>As well as offering the opportunity to enjoy an important international event, this post is an excellent chance for students with an interest in indigenous history and/or cultures to build their academic and professional CVs.</p>
<b>Role specification</b>	<p>The interns will help organise and participate actively in the conference. There will be some administrative responsibilities prior to the event (such as helping with publicity and maintaining the conference website), which can be conducted remotely. Most of the responsibilities will take place during the two-day conference itself, with some practical help required in the days leading up to the event. Interns will attend both days of the conference and will be encouraged to engage with the research papers and participate in discussions. On the day, interns will assist the Conference Organiser, e.g. with preparing the conference space, helping with delegate registration and trouble-shooting.</p>
<b>Candidate specification</b>	<p>All undergraduates registered in the Faculty of Arts and Humanities are eligible (N.B., this includes current final-year undergraduates who will have graduated).</p> <p><b>Essential qualities</b></p> <ul style="list-style-type: none"> <li>• Highly motivated, enthusiastic and reliable</li> <li>• Excellent English-language communication skills, with a confident and articulate manner</li> <li>• Ability to take initiative and work independently</li> </ul> <p><b>Desirable qualities</b></p> <ul style="list-style-type: none"> <li>• Interest in indigenous cultures and histories</li> <li>• Spanish-language communication skills</li> <li>• IT skills, particularly knowledge of WordPress</li> </ul>

<p><b>Opportunities and remuneration</b></p>	<p>Interns will have the chance to explore important global issues concerning indigenous cultures by meeting and engaging with native speakers and researchers from a diverse range of fields. Interns will play a key role in the organisation and running of this academic conference, whereby they will develop teamwork and communication skills, enhancing both their academic and professional CVs and increasing employability. After the event, interns will have the opportunity to gain valuable public engagement, digital media and writing experience by publishing an article on the History Department's highly respected <i>History Matters</i> blog. The role may be of particular interest to students with an interest in pursuing academic or international careers, or who hope to gain experience and public profile as writers.</p> <p>Interns will each receive a £100 bursary, in addition to admission to the conference, lunch and refreshments on both days of the event. Candidates will also be invited to attend the conference dinner at no charge.</p>
<p><b>Location</b></p>	<p>Humanities Research Institute, Gell Street, Sheffield</p>
<p><b>Dates</b></p>	<p>Interns will attend the conference on <b>12 and 13 September 2016</b> and may also be asked to help to prepare materials on <b>10 and 11 September 2016</b>. As there will be some administrative responsibilities prior to the conference, interns should be contactable via email from mid-August 2016. Precise involvement is negotiable to suit each candidate's own commitments and strengths.</p>
<p><b>Application</b></p>	<p>Please send your CV and a covering letter detailing your suitability for an undergraduate internship to Harriet Smart, Conference Organiser, at <a href="mailto:hlesmart1@shef.ac.uk">hlesmart1@shef.ac.uk</a> by <b>Friday 16 April 2016</b>. Any interviews will be conducted by Skype.</p> <p>If you have any queries regarding the Undergraduate Internship role, please contact Harriet Smart, as above.</p>