



Position Title: Manuscript Archives Intern

Department: Kenan Research Center, in McElreath building

Required Commitment Period: Spring Session

Days/Hours: Monday-Friday, flexible schedule, minimum of 10 hours weekly; combination of remote and in-person work

Start/End Dates: January 15th – April 30th

Application Deadline: December 1st, 2020

General Description

This position is intended to assist the Manuscript Archivist with a variety of tasks depending on projects and inventory needs. This position will expose the intern to all aspects of operations involving the Archives Department: research and processing skills, hands on experience with historical material, preservation, etc.

Key Responsibilities

- General support to the Manuscript Archivist and Archives Department
- Conduct research and create finding aids for primary resource collections

Desired Skills and Competencies

- History or American studies students preferred
- Strong research abilities, written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Flexible and comfortable working in a fast paced environment
- Strong organizational skills: to communicate affectively and to work independently
- Able to work and complete tasks under a deadline
- Sensitivity to cultural and artistic diversity

TO APPLY: Interested applicants may submit their resume and cover letter to Volunteer Services at volunteerservices@atlantahistorycenter.com . No phone calls please. This is a non-paid internship.