



**Position Title:** Manuscript Archives Intern

**Department:** Kenan Research Center, in McElreath building

**Required Commitment Period:** Fall Session

**Days/Hours:** Monday-Friday, flexible schedule, minimum of 10 hours weekly, must accrue 100 hours of service – internship will be a combination of remote and in-person work

**Start/End Dates:** September 10<sup>th</sup> – December 17<sup>th</sup>

**Application Deadline:** August 15<sup>th</sup>, 2021

#### **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](mailto:volunteerservices@atlantahistorycenter.com) or [jfirestone@atlantahistorycenter.com](mailto:jfirestone@atlantahistorycenter.com) . No phone calls please. This is a non-paid internship.