



**Position Title:** Manuscript Archives Intern

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

**Required Commitment Period:** Fall Session; Flexible schedule, minimum 10 hours weekly, discuss exceptions with supervisors; 120 hours total

**Start/End Dates:** September 9<sup>th</sup> – December 9<sup>th</sup>, 2022

**Application Deadline:** August 15<sup>th</sup>, 2022

### **General Description**

This position is intended to assist the Manuscript Archivist with a variety of possible tasks depending on projects and inventory needs. Interns will work on a metadata creation project for an oral history collection about folk history, the John Burrison Georgia Folklore recordings: this project includes listening to digitized audio and writing detailed descriptions, subject headings, and short biographical notes. Interns can also process small manuscript collections on-site and will learn DACS standards and how to input finding aids into ArchiveSpace. This position will expose the intern to multiple aspects of operations involving the Archives Department: research and processing skills, hands on experience with historical material, preservation, etc.

### **Key Responsibilities**

- Listen to John Burrison Georgia Folklore recordings and write associated content metadata to be published on Atlanta History Center's database of digital content, Album
- General support to the Manuscript Archivist and Archives Department
- Conduct research and create finding aids for primary resource collections

### **Desired Skills and Competencies**

- Strong writing skills
- MLIS, History, or American studies students preferred
- Strong research abilities, written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- 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, cover letter, and a **writing sample** (biography on a historical figure; 500 words) to Volunteer Services at [hmorgan@atlantahistorycenter.com](mailto:hmorgan@atlantahistorycenter.com) . No phone calls please. This is a non-paid internship.