



Position Title: Visual Archives Intern

Department: Kenan Research Center, in McElreath building

Required Commitment Period: Fall Session: Flexible schedule, minimum of 10 hours weekly, 120 hours total

Start/End Dates: September 9th—December 9th, 2022

Application Deadline: August 15th, 2022

General Description

This position will assist the Visual Culture 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 Visual Culture Archivist and Archives Department
- Conduct research and write metadata (descriptive information) for digital collection materials
- Inventory, create database records, create basic finding aids for small photograph 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, cover letter, and a **writing sample** (biography on a historical figure; 500 words) to Volunteer Services at hmorgan@atlantahistorycenter.com . No phone calls please. This is a non-paid internship.