



Position Title: Manuscript Archives Intern

Department: Kenan Research Center, in McElreath building

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

Start/End Dates: May 5th – July 28th, 2023

Application Deadline: April 14th, 2023

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. Interns will listen to digitized audio, will write detailed descriptions, and will conduct research for biographical notes. Interns will 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 CONTENTdm metadata to be published on Atlanta History Center's digital content database, [Album](#)
- Process small collections, conduct research, and write finding aids for primary resource collections

Desired Skills and Competencies

- Strong writing, organization, research, and communication skills
- Ability to work independently, in a fast-paced environment, and under a deadline
- MLIS, History, or American studies students preferred
- Sensitivity to cultural and artistic diversity
- Proficient in Microsoft suit

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 melamin@atlantahistorycenter.com. No phone calls please. This is a non-paid internship.