



**Position Title:** Manuscript Archives Intern

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

**Required Commitment Period:** Spring Session, flexible hybrid schedule, minimum of 10 hours weekly; 120 hours total.

**Start/End Dates:** January 5th — April 5th, 2024

**Application Deadline:** December 4th, 2023, by 11:59 pm EST

### **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 [apply online](#) by filling out the application and attaching their resume, cover letter and a **writing sample** (biography on a historical figure; 500 words). If you have any questions, contact Volunteer Services at [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com). No phone calls please. This is a non-paid internship.