



Position Title: Visual 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 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 [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. No phone calls please. This is a non-paid internship.