



Position title: John Burrison Georgia Folklore Archives Intern

Department: Kenan Research Center, in McElreath Hall

Days/Hours: minimum of 10 hours weekly; 120 hours total

Start/End Dates: 1/9/26 – 4/10/26

Application Deadline: 12/5/25

General Overview

This position is intended to assist the 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 Archives recordings: this project includes listening to digitized audio and writing detailed descriptions, subject headings, and short biographical notes.

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 Archivist and Archives Department.

Desired Skills & Competencies

- Strong writing skills
- MLIS, History, Public History, Folklore, 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 effectively and to work independently.
- Able to work and complete tasks under a deadline.
- Sensitivity to cultural and artistic diversity.

TO APPLY: If interested, apply [here](#) by filling out the application and attaching your resume, cover letter, and **writing sample** (biography on a historical figure; 500 words). Questions? Email volunteerservices@atlantahistorycenter.com—no phone calls, please. This is an unpaid internship.