Position Title: Archival Processing Intern

Department: Kenan Research Center, in McElreath Hall

Required Commitment Period: 10 hours per week

Start/End Dates: January - April

Application Deadline: 12/11/26

General Description:

This position will assist the Archivist with a variety of tasks depending on projects and inventory needs. Interns will process small manuscript and visual collections and will learn DACS standards and how to input finding aids into ArchiveSpace. Interns may work on cataloguing digital materials. 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

- General support to the Archivist and Archives Department.
- Inventory, create database records, create basic finding aids for small photograph and manuscript collections using ArchivesSpace.
- Conduct research and write metadata (descriptive information) for digital collection materials on an as-needed basis.

Desired Skills and Competencies

- MLIS, History, Public 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 effectively 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 and cover letter. If you have any questions, contact Volunteer Services at volunteerservices@atlantahistorycenter.com. This is a non-paid internship.