

## **Archival Special Collections Internship**

*Archives & Records Services - Manuscript and Image Collections*

**Compensation:** \$2,000.00

**Application deadline:** April 16, 2023

The Mississippi Department of Archives & History (MDAH) is seeking two *Archival Special Collections Interns* to serve in the manuscript and image collections section of the Archives and Records Services division. These internships offer unique opportunities to learn about archival preservation and conservation, as well as processing, arrangement, and description. Working under the direction of the section head and her staff, interns will engage in the archival processing of materials as part of the manuscript and image collections.

These individuals will process special collections with the manuscripts team, specifically collections about the history of religion in Mississippi or LGBTQ history in Mississippi. The interns may have the opportunity to work on more than one archival collection. **If applying, please indicate which collection you are interested in working with in your cover letter.**

### **Primary Responsibilities:**

- Learn basic archival principles and put them into action.
- Review assigned archival collection materials for conservation concerns.
- Identify and arrange collection into series as agreed upon with the supervisor.
- Create folders and box inventory content.
- Generate finding aids related to box content.
- Present a final report to the archival staff.
- Present a summary of your internship at the Intern Expo in late July.

### **Requirements:**

- Strong organizational skills and attention to detail.
- Interest in Mississippi historical records and religious, social, or LGBTQ history.
- Excellent oral and written communication skills and willingness to ask questions.
- The ability to work independently and collaboratively with MDAH archival staff.
- Archives, Library Science, History, or Liberal Arts students preferred.

*The Manuscript and Image Collections Team believes that internships are a learning experience and will provide training for all projects.*

### **Time Commitment:**

Hours are flexible, Mondays through Fridays, between 9:00 a.m. and 5 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff. The internship has a 140-hour minimum to receive the stipend and college credit. The intern will work a minimum of 17.5 hours per week for eight weeks or a maximum of 28 hours per week for five weeks.

### **How to Apply:**

- Please submit an online application through the [MDAH website](#) by April 16, 2023.
- Email a resume, cover letter, and any additional documentation to [mdahinternships@mdah.ms.gov](mailto:mdahinternships@mdah.ms.gov).
  - *Note:* Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).