

## **Government Records Archival Internship**

*Archives & Records Services - Government Records*

**Compensation:** \$2,500.00

**Application deadline:** March 24, 2024

The Mississippi Department of Archives & History is seeking a *Government Records Archival Intern* to serve in the government records section of the Archives and Records Services division. This internship offers unique opportunities to learn about archival preservation and conservation, as well as the processing, arrangement, and description of archival collections. Working under the direction of government records staff, this intern will engage in the archival processing of collections and will have the opportunity to write descriptive finding aids for the collections. There is an opportunity to work on multiple archival projects during the internship, including the Mississippi Development Authority and the Secretary of State land patents.

### **Primary Responsibilities:**

- Learn basic archival principles and put them into action.
- Create folders and box inventory content.
- Generate finding aids related to box content.
- Flattening and arranging 19th and early 20th-century documents in folders.
- Re-writing finding aids with limited or no descriptions.
- Reprocessing collection where necessary.
- Processing photographs on boards to an established series.
- Present a final project report at the Intern Expo on July 25.

### **Requirements:**

- Strong organizational skills and attention to detail.
- Interest in Mississippi historical records and state government.
- 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.

### **Time Commitment:**

This internship spans from June 3 to July 26, with a minimum requirement of 160 hours. The working hours are flexible, from Monday to Friday, between 8:00 a.m. and 3:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

### **How to Apply:**

Submit an online application through the [MDAH website](#) by March 24, 2024.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).