

Vicksburg Project Research Internship

Museum - Projects

Compensation: \$2,000.00 stipend

Application deadline: August 24, 2025

The Mississippi Department of Archives & History seeks an organized and motivated individual to serve as a *Vicksburg Project Research Intern* in the museum projects section of the Museum Division. This internship offers a unique opportunity to collaborate on content development relevant to MDAH's efforts to build a new museum on Civil War and Reconstruction history in Mississippi. The intern will assist with research and locating documents and artifacts within MDAH's holdings in preparation for exhibit design.

Primary Responsibilities:

- Locate, evaluate, and utilize historical records and primary source documents related to the Civil War and Reconstruction era.
- Identify significant information and artifacts held within the collection for future exhibit development and design.
- Create a list of relevant records and documents for easy reference in future exhibit development.
- Collect reference images and copies of potential project assets.
- Transcribe primary source documents, as necessary.
- Submit order forms for document and image scans, as needed.
- Conduct historical research and analysis on Civil War and Reconstruction topics.

Requirements:

- Ability to work independently with prolonged focus and attention to detail.
- Excellent oral and written communication skills.
- Strong computer skills and proficiency in Microsoft Office.
- Knowledge of archival and collections management principles and standards is a plus.
- Proficiency in reading cursive handwriting and historical documents.
- Interest in Mississippi, Civil War, and/or Reconstruction history.
- Preference will be given to graduate students and undergraduate upperclassmen with an academic focus in history, museum studies, or related fields.

Time Commitment:

This internship spans from September 8 to December 19, with a minimum requirement of 140 hours. Working hours are flexible during regular research hours at the William F. Winter Building. 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 August 24, 2025.

For more information, please contact Shelby Tipton, Deputy Director of Administration, at (601) 576-6865 or stipton@mdah.ms.gov.