

Archival Processing Internship

Archives & Records Services - Government Records

Compensation: \$2,500.00

Application deadline: March 13, 2026

The Mississippi Department of Archives & History (MDAH) 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 a transcription project for Secretary of State land patents and a finding aid reformatting project.

Primary Responsibilities:

- Learn basic archival principles and put them into action
- Physically arrange and organize collections
- Perform basic conservation work on historic materials, including flattening documents and creating new folders and boxes
- Write finding aids for collections to help patrons better understand the materials
- Present a final project report at the Intern Expo on July 30

Requirements:

- Currently enrolled in an accredited bachelor's or master's degree program, preferably in archives, library science, history, or liberal arts, or other related programs
- Strong organizational skills and attention to detail
- Interest in Mississippi historical records and the state government
- Knowledge of the Microsoft Office suite
- Excellent oral and written communication skills and willingness to ask questions
- The ability to work independently and collaboratively with MDAH archival staff

Time Commitment:

This internship runs from June 1 to July 31 and requires a minimum of 160 hours. Work hours are flexible, Monday through Friday between 9:00 a.m. and 5:00 p.m., with the specific schedule determined by mutual agreement between the intern and MDAH staff. Some exceptions may apply for required intern enrichment activities, professional development opportunities, and the final Intern Expo.

How to Apply:

Submit an online application through the [MDAH website](#) by March 13, 2026.

For more information, please contact the Human Resources Program Manager, Meredith Kent, at (601) 576-7304 or mekent@mdah.ms.gov.