

Archival Special Collections Internship

Manuscript & Image Collections-Archives & Records Services

Compensation: \$2,500.00

Application deadline: March 13, 2026

The Mississippi Department of Archives & History (MDAH) is seeking an *Archival Special Collections Intern* to serve in the manuscript and image collections section of the Archives and Records Services division. This internship will offer a unique opportunity 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, the intern will engage in the archival processing portions of the Mississippi Cultural Crossroads Collection as part of the manuscript and image collections. Mississippi Cultural Crossroads was an organization providing cultural and educational activities for youth and adults.

Primary Responsibilities:

- Learn basic archival principles and put them into action
- Review assigned archival collection materials for conservation concerns
- Identify and arrange the collection into a series as agreed upon with the supervisor
- Create folders and box inventory content
- Generate finding aids related to box content
- 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 an Archives, Library Science, History, or Liberal Arts program
- Strong organizational skills and attention to detail
- Interest in Mississippi historical records
- 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.