

Archival Processing Intern

Archives & Records Services - Government Records

Compensation: \$2,000.00 stipend

Application deadline: August 7, 2026

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 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

Required Qualifications

- Currently enrolled in an accredited bachelor's or master's degree program, preferably in Archives, Library Science, History, Liberal Arts, or a related field
- Strong organizational skills and attention to detail
- Interest in Mississippi historical records and state government
- Knowledge of Microsoft Office suite (in particular Excel and Word)
- 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 spans from September 14 to December 4, with a requirement of 140 in-person hours at our Jackson, Mississippi campus. Working hours are flexible, Monday through Friday, between 8:00 a.m. and 5:00 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 August 7, 2026.

For more information, please contact Meredith Kent, HR Programs Manager, at (601) 576-7304 or mekent@mdah.ms.gov.