



Position Title: Visual Archives Intern

Department: Kenan Research Center, in McElreath building

Required Commitment Period: Spring Session

Days/Hours: Monday-Friday, flexible schedule, minimum of 10 hours weekly

Start/End Dates: January 31st – April 26th

Application Deadline: January 1st, 2019

General Description

This position is intended to assist the Visual Archivist with a variety of tasks depending on projects and inventory needs. This position will expose the intern to all aspects of operations involving the Archives Department: research and processing skills, hands on experience with historical material, preservation, etc.

Key Responsibilities

- General support to the Manuscript Archivist and Archives Department
- Conduct research and create a Finding Aid using Archivists' Tool Kit
- Process visual collections in the archives, help organize, select, and catalog visual materials
- Inventory, create database records, create basic finding aids for small photograph collections
- Update the video and film inventories

Desired Skills and Competencies

- History or American studies students preferred
- Strong research abilities, written and oral communication skills
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Flexible and comfortable working in a fast paced environment
- Strong organizational skills: to communicate affectively and to work independently
- Able to work and complete tasks under a deadline
- Sensitivity to cultural and artistic diversity

TO APPLY: Interested applicants may submit their resume and cover letter to Volunteer Services at volutneerservices@atlantahistorycenter.com . No phone calls please. This is a non-paid internship.