



STATE ARCHIVES
of NORTH CAROLINA

2024 Friends of the Archive's Paid Internship

Oral History & Digitization Intern: The State Archives of North Carolina houses several born digital oral history collections. This project will work with the oral history unit and the digital access branch to provide accessibility for born-digital oral history materials. Specifically, this internship will focus on providing access for two projects. First, the School Integration and Desegregation Oral History project. This ongoing project includes interviews that provide perspectives on school desegregation in North Carolina from students, teachers, and lawmakers. Interviewees, who represent counties from all over the state, discuss topics such as the differences between Black and white schools; experiences at all-Black schools; experiences being a student integrating a school; the relationship between white and Black communities before, during, and after desegregation; and the difference between integration and desegregation. Second, the American Indian Heritage Commission Oral History Project documents and preserves the memory of American Indian tribal members in the state and adds to previously collected American Indian oral histories in the Archives, enriching the official record of North Carolina.

Major Tasks Involved:

- The intern will work to add the interviews from both collections to Internet Archives and make them accessible on North Carolina Digital Collections. This work includes uploading the interview files to the online platform, creating descriptive metadata using Dublin Core, institutional guidelines, and local metadata standards, and providing summary information on the individual interview level as well as the project level.
- Creation of a finding aid for one or both of the main projects (dependent on time).
- The intern will also accompany the oral historian in the conducting and processing of any new interviews for the project.
- Social media work will also be expected including writing blog posts for the Archives' blog, History For All the People, and accompanying content for Twitter/ X, Facebook, and work on the State Archives' Podcast, *Connecting the Docs*.
- The internship will focus on the School Integration and Desegregation Project and the American Indian Heritage Commission Oral History Project, but more projects and oral histories are available to supplement the project if needed.

Education level preference: Graduate student pursuing MLS, MLIS, MA in Public History, or equivalent.

Estimated hours: 300hrs total. 30 hrs./week for 10 weeks, May to August

Hybrid. Weekly scheduled check-ins (in person or virtually via teams)

Salary for this position is \$15.00/hr.



2024 Summer Paid Internship Opportunities

Outreach Section, Traveling Archivist Program Intern: The [Traveling Archivist Program](#) (TAP) is a statewide service to small organizations holding archival collections. The [State Historical Records Advisory Board](#) directs the program with grant funding from the [National Historical Publications & Records Commission](#). The program's goal is to help small organizations improve preservation and access for archival materials—documentary, photograph, recording, and born-digital collections. Begun in 2009, TAP has served over 100 organizations across the state with technical guidance and preservation supplies. Often, however, the organizations lack staff capacity to enact the program's recommendations.

The first-ever program intern will work with several (up to three) past TAP recipient organizations to implement recommendations provided by previous traveling archivists. Tasks may include creating basic collections inventories, arranging and rehousing records, and drafting finding aids. The intern will work 320 hours during the summer months, May - August. Hours can be full-time for eight weeks or a more flexible schedule over a longer period. The State Archives of North Carolina Outreach Coordinator, Adrienne Berney, will supervise the internship with support from colleagues who will provide specific training for the intern's archival processing activities. In addition to a \$15 per hour wage, the intern will receive a travel stipend of up to \$1,000 to include mileage and up to five nights of lodging to work at more remote organizations. The intern will track activities and produce a final slide show to present the summer's work to State Archives staff and peer interns.

Expectations:

- Professional presentation and conduct; work alignment with archival principles
- Weekly or daily log of work time and activities
- Attendance at weekly meetings with State Archives staff managing TAP to report on assignment progress
- Final presentation to summarize work and share collection highlights

Eligibility:

- Current or recent graduate student in a library science or history program
- Personal vehicle and ability to travel within the Triangle or Triad region
- Ability to move containers of records and rehouse the contents in archival folders and boxes