



## 2023 Friends of the Archive's Paid Internship

**Records Description Intern:** In preparation for the commemoration of the 250<sup>th</sup> Anniversary of the United States of America in 2026, the State Archives of North Carolina is working on increasing access to records from the early years of the country as well as increasing visibility of people of color and women in those records. This intern will continue that work by creating robust collection guides that document people of color and women in one of the largest collections from the earliest years of the nation, the session records of the North Carolina General Assembly. The intern will build off research conducted by Archives staff for this project by consulting with primary sources (in-person in the Archives Search Room and available online as part of the Digital Collections) as well as secondary sources held by the State Archives and by the State Library. The intern will have input on the format and functionality of the collection guide. The intern will also assist outreach staff in the creation of a tutorial video about the collection guide that the State Archives will publish to YouTube. Other opportunities for outreach, including writing blogs and appearing on the State Archives of North Carolina official podcast, are available with this internship.

### **Major tasks involved:**

- In-depth research in the General Assembly Session Records from approximately 1776 to 1800, with a particular focus on persons of color and women who appear by name in petitions and any other records that list specific individuals. While these records are available online, further research in supplementary collections may require viewing records in person in the Archives Search Room.
- Translating data collected by Archives staff on this subject from complex spreadsheets to an easy-to-understand collection guide fit for use by the public
- Writing explanatory text about the materials outlined in the collection guide (i.e. writing a detailed scope and content note about the parameters of the guide)
- Working with outreach staff to produce a tutorial video to promote and provide guidance for using the collection guide
- Participation in the DNCR America 250 Committee and attendance in monthly meetings
- Participation in other outreach activities, such as blogging, appearing on the Connecting the Docs podcast, and creating social media posts

**Preferred majors:** A graduate student in library/information science, public history, or history.

**Estimated hours:** 30 hours per week, 10-week internship

Salary for this position is \$15.00/hr.