



## Fall 2025 Internships

**Title:** County Records Processing Internship

**Section:** Records Description Unit, Government Records Section

**Description:** Intern will work with the Records Description Unit on a variety of county records projects as a processing assistant. These projects will provide an introduction to working with a variety of local records, including court records and estate records. These projects include processing Alamance County divorce records and civil actions, barcoding legacy county records, creating container lists for county estates records, and appraising and processing Davie County estate records. Interns will serve as a processing assistant to the Records Description Unit and learn how to organize and arrange archival materials and how to maintain intellectual control over government records. Additionally, the intern will assist with SANC's outreach programming, with an expectation of developing at least one blog post and/or social media post related to their internship.

Major tasks Involved:

- Processing Alamance County Divorce Records and Civil Actions Papers
- Appraising and processing Davie County Estates Records
- Creating container lists of legacy county estate records
- Barcoding and collecting data on legacy county records
- Participation in other outreach activities, such as blogging and creating social media posts

Seeking a graduate student in Library/Information Science, Public History, or History preferred.

**Estimated hours:** 15 hours/week

**Able to work remotely?** No, in-person only

**Title:** State Agency Records Processing and Description Internship

**Section:** Records Description Unit, Government Records Section

**Description:** Intern will work with the Records Description Unit on a variety of state agency records projects as a processing assistant and researcher. This is a hybrid internship, requiring the intern to work one day a week on-site at the State Records Center in Raleigh, and one day a week of remotely. The projects completed by the intern will introduce the intern to working with a variety of government records. On-site projects involve rehousing and processing several state agency collections, including Civil Defense Agency Scrapbooks, a twentieth century map collection, eighteenth and nineteenth century General Assembly Journals, and records in the Learning Institute of North Carolina Record Group. While working on-site, the intern will serve as a processing assistant to the Records Description Unit and learn how to organize and arrange archival materials and how to maintain intellectual control over government records. The intern will utilize archival best practices and foundational philosophies, such as MPLP and minimal processing. During remote workdays, the intern will

work with the Records Description Unit and the Records Analysis Unit to improve state agency history notes by systematically researching the history of an agency since the mid-1990s, assessing the current description of the agency history in DOC (online catalog), and drafting proposed edits and additions. Additionally, the intern will assist with SANC's outreach programming, with an expectation of developing at least one blog post and/or social media post related to their internship.

Major tasks involved:

- Rehousing and processing several state agency collections, including Civil Defense Agency Scrapbooks, a twentieth century map collection, eighteenth and nineteenth century General Assembly Journals, and records in the Learning Institute of North Carolina Record Group.
- Reviewing existing state agency history notes, conducting research to update and authenticate histories of specified agencies since 1995, and drafting suggested revisions and additions for DOC descriptions based on research and the existing project plan.
- Participation in other outreach activities, such as blogging and creating social media posts.

Seeking a graduate student in Library/Information Science, Public History, or History preferred.

**Estimated hours:** 15 hours/week

**Able to work remotely?** Hybrid

**Title:** Special Collections Arrangement and Description Intern

**Section:** Organization Records, Special Collections Section

**Description:** This intern will work under the supervision of the Organization Records Archivist to process new and backlogged archival collections. The intern will learn how to survey a collection, create a processing plan, arrange, rehouse, and label materials, and create descriptive metadata for the collection in a finding aid that will be published in the online catalog.

Major tasks involved:

- Review and analyze an unprocessed archival collection.
- Create a processing plan, determine what supplies are needed and proposing an arrangement.
- Process the collection (arrange, rehouse, label).
- Research and write a finding aid, including historical context, scope and contents, and an inventory list.

Preference will be given to graduate students studying archives with some theoretical knowledge of archival principles.

**Estimated hours:** 16 hours per week

**Able to work remotely?** No, in-person only

**Title:** Audiovisual Arrangement and Description Intern

**Section:** Audio Visual Unit, Special Collections Section

**Description:** The AVAD (Audiovisual Arrangement and Description) project aims to enhance the organization, description and accessibility of the audiovisual materials located within the State Archives of North Carolina's Special Collections Audiovisual Unit. This project will focus on enhancements by utilizing a systematic arrangement, with accurate descriptions for a diverse range of audiovisual materials including negatives, photographs and audio recordings among additional audiovisual formats.

Major tasks involved:

- Conduct an inventory in excel to create folder or item level description of specified collections to make accessible and discoverable to researchers.
- Re-house materials into appropriate archival folders and containers for permanent long-term storage.
- Bring awareness to images regarding importance in NC history.

Seeking an undergraduate or graduate student

**Estimated hours:** 20hrs/week, 6 weeks (flexible)

**Able to work remotely?** No, in-person only

**Title:** Oral History Intern

**Section:** Oral History Unit, Special Collections Section

**Description:** The Oral History is seeking an intern to help with all phases of the oral history process. The intern will assist in the description and arrangement of interviews. This work also includes metadata clean up, file renaming, and ensuring each interview has a proper transcription. The intern will have the option to work on increasing overall interview accessibility through digital uploading.

Seeking a candidate holding a bachelor's degree in public history or similar, minimum.

Working toward a master's degree in public history or library science preferred. The position would require students to work with digital access, transcription, and indexing. Some oral history experience preferable.

**Estimated hours:** 10-20 hours/week

**Able to work remotely?** Hybrid