Spring 2023 Internships

Title: Appraisal Intern
Section: Records Analysis Unit, Government Records Section
Description: This intern will work with the appraisal archivist, analysts, as well as the Records Description Unit, in the preparation and review of appraisal reports. The intern will review records, retention schedules and other relevant information, draft proposed edits to reports, and make appraisal recommendations.
Estimated hours: 10 hours/week
Able to work remotely? No

Title: Oral History Intern
Section: Oral History, Special Collections Section
Description: Oral histories have been collected and deposited across the three state archive repositories and many different collections. The intern will assist the oral historian in the collection, arrangement, and description of oral histories from the COVID-19 and school desegregation collections.
Task include: Logging and transcribing oral histories; scheduling and conducting interviews including making sure the equipment is functioning during the interview along with asking follow-up questions; participating in social media outreach and podcasting to highlight the oral history collection; and assisting with all other oral history related work.
Seeking someone with a bachelor's degree in public history or similar, minimum; working toward a master's degree preferred. The position would require students to work with digital access, transcription, indexing, and potentially interview individuals for new oral history projects. Some oral history experience preferred.
Estimated hours: 10-20 hours/week
Able to work remotely? Yes

Title: Podcast Intern
Section: Special Collections, Outreach & Development Section
Description: Connecting the Docs is currently in its third season, but production has already started on Season 4. In this internship, the intern will help the Podcast Team conduct research in collections for the planned episodes of Season 4 as well as assist with recording at least two episodes for the season. If the intern has an interest in audio editing, they will have the opportunity to edit audio as well.
Tasks include: Research in collections to find items to highlight in podcast episodes (requiring in-person work); writing scripts for episodes in conjunction with the Podcast Team; participating in the recording of at least two episodes of Connecting the Docs (may require on-site work), including at least one episode where the intern takes project lead; and editing audio for publication (if the intern has an interest and/or experience in this area)
Seeking an undergraduate or graduate student in communications, mass media, history, social sciences, or any other field where research skills are emphasized. Candidates with experience or interest in audio engineering are welcome
Estimated hours: 5-10 hours/week
Able to work remotely? Hybrid (remote/in-person)