

## Summer 2024 Internships

**Title:** America 250 Description Intern

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

**Description:** 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 a robust collection guide that documents enslaved persons and their labor in one of the largest state agency collections, the Treasurer's and Comptroller's Papers. RDU has completed extensive reprocessing on the Treasurer's and Comptroller's Papers to create person-first description. This reprocessing work has helped identify enslaved persons and their labor in several series, which include but are not limited to Ports, Confiscated Lands, and Capital Projects, in which records illustrate enslaved labor's role in constructing state infrastructure including the Capitol Building in downtown Raleigh. The intern will focus on the Confiscated Lands series and construct a guide to point researchers to any relevant record that discusses enslaved labor and will also build a list of persons mentioned by name in this collection. The intern will examine records in the Search Room and in Digital Collections. The collection guide will conform to institutional guidelines for LibGuides. The intern will assist with outreach, including writing blogs and appearing on the State Archives of North Carolina official podcast, Connecting the Docs.

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

**Estimated hours:** 10-15 hours/week

**Able to work remotely?** Hybrid

**Title:** Digitization Intern

**Section:** Digital Access Branch, Digital Services Section

**Description:** The Aycock Brown Photograph digital collection (AV.5127) features a diverse array of images, including Brown family photographs, Outer Banks aeriels, beach and fishing scenes, and more. Documenting the evolution of the Outer Banks as a popular tourist destination and the lives of those who lived there, this project is ongoing as we continue to receive new selections to be digitized from the Outer Banks History Center. As the intern, you will assist in the digitization process by creating image metadata using institutional guidelines, contribute to indexing efforts for efficient retrieval, and have the opportunity to engage in social media content creation to highlight the collection.

Seeking a current graduate student or recent graduate from a library and information science program (or related discipline).

**Estimated hours:** 10-15 hours/week

**Able to work remotely?** Yes, with optional in-person component

**Title:** Special Collections Processing Intern #1

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

**Description:** This intern will work with the Organization Records Archivist to process new archival collections. Under archivist supervision, the intern will learn how to survey a collection, create a processing plan, arrange, rehouse, and label materials, and describe the collection in a finding aid that will be published in the online catalog. Additionally, the intern will assist the archivist with inventorying the existing Organization Records collections. Tasks include: Survey an unprocessed archival collection (starting with a small one). Create a processing plan. Process the collection (arrange, rehouse, label). Write a finding aid, including historical sketch, scope and contents, and inventory.

Preference will be given to graduate students in library science studying archives and records management, but will accept archival students with some theoretical knowledge of archival principles.

**Estimated hours:** 16 hours per week

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

**Title:** Special Collections Processing Intern #2

**Section:** Military Collections, Special Collections Section

**Description:** The Military Unit collects, arranges, describes, preserves, and makes accessible to the public historical materials that document the history and development of North Carolina's military history. This intern will work with the Military Collections Archivist in processing collections, assisting with veterans oral histories and managing digital content and outreach efforts.

Tasks include: Processing incoming collections, including surveying, arranging, describing and accessioning materials; Rehousing existing collection materials; Managing digital outreach communications (Facebook and blog); and Assisting with any other department projects. Seeking an undergraduate or graduate student in history, public history, library science, social sciences, or any other field where research skills are emphasized.

**Estimated hours:** 10 hours/week for 10 weeks

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

**Title:** Special Collections Veterans Oral History Intern

**Section:** Military Collections, Special Collections Section

**Description:** The Military Unit collects, arranges, describes, preserves, and makes accessible to the public historical materials that document the history and development of North Carolina's military history. This intern will work with the Military Collections Archivist in conducting and processing veterans oral histories and assisting with digitization efforts.

Tasks include: Processing the backlog of veterans oral history interviews, including creating metadata and transcriptions; Researching veterans organizations and potential interviewees; Assisting with planning for and conducting interviews; Contributing to digital outreach communications (Facebook and blog).

Seeking an undergraduate or graduate student in history, public history, library science, social sciences, or any other field where research skills are emphasized.

**Estimated hours:** 10 hours/week for 10 weeks

**Able to work remotely?** In-person/Hybrid