

Summer 2025 Internships

Title: Oral History Intern

Section: Oral History Unit, Special Collections Section

Description: The Oral History Unit's first collection, the She Changed the World Oral History Project, is undergoing a renewal. The intern will assist in the description and arrangement of the project. This includes metadata clean up, file renaming, and ensuring each interview has a proper transcription. The intern will also have the option to work in a similar capacity with other oral history collections at the State Archives to increase overall interview accessibility and support digital uploading.

Major tasks Involved:

- This position will include indexing, transcribing, metadata work, and summarization.
- A blog will be required as well as a presentation at the conclusion of the internship.

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

Title: Colonial Court Records Crosswalk Intern

Section: Reference Unit, Collection Services/Public Services

Description: The Colonial Court Records group, SR.401, was reprocessed in late 2019 by an outside agency. During this reprocessing, boxes labeled CCR 188, 190-192, and 198 were refilled into other boxes. A new finding aid was created, but no crosswalk. As the old record IDs exist in various published material, a functional crosswalk would facilitate better access for patrons who wish to use this material. The purpose of this internship would be to transcribe the outdated CCR card catalog and create a crosswalk for this collection.

Major tasks involved:

- Transcribe roughly 100 physical catalog cards stored in Drawer 26 labeled CCR-DCR into a spreadsheet.
- Use transcribed cards and legacy finding aids to compare the physical records from the CCR record group to the current online catalog and finding aid for the purpose of creating a functional crosswalk for patron use.

Seeking an undergraduate or graduate level student; any liberal arts major

Estimated hours: 10-20 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 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: Podcast Intern

Section: Special Collections / Outreach & Development / Records Description / Public Services

Description: Connecting the Docs is currently in its fifth season. In this internship, the intern will help the Podcast Team conduct research in collections for the planned episodes of Season 6 as well as assist with writing and 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 for season 6, as well.

Major Tasks Involved:

- Research in the State Archives' collections to find items to highlight in podcast episodes (which requires in-person work)
- Write scripts for episodes in conjunction with the Podcast Team
- Participate 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
- Edit 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: 10-20 hours/week

Able to work remotely? Hybrid

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.
- Highlight images of African Americans and people of color, in addition to bringing 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