

Summer 2023 Internships

Title: Outreach Intern #1

Section: Outreach & Development Unit

Description: The intern will work with the State Archives Outreach Coordinator to draft exhibit panels for the “When Are We US?” theme of the America250 commemoration. The work will involve surveying digitized images, researching State Archives collections, selecting, securing permissions for external collection items, and teamwork with staff to draft panels with images and text blocks.

Seeking a graduate or advanced undergraduate student in history, public history, American Studies, or archives concentrations preferred.

Estimated hours: 10 hours/week

Able to work remotely? Hybrid (remote/in-person)

Title: Outreach Intern #2

Section: Outreach & Education Unit

Description: The intern will assist with the development of educational resources, including creating or revising lesson plans that align with N.C. curriculum standards, researching innovative pedagogy, and gamifying archival materials and resources. The intern may also have the opportunity to contribute to other outreach initiatives, including contributing to publications, blogs, or podcasts and crafting outreach materials, email announcements, and more, increasing public engagement with the Archives’ collections while gaining outreach experience at a cultural heritage institution.

Seeking a current upper-level undergraduate, graduate student, or recent graduate. Ideal for students studying library science, education, public history, or museum studies.

Estimated hours: 10 hours/week

Able to work remotely? Yes

Title: Oral History Intern

Section: Oral History, Special Collections Section

Description: This internship will be heavily based in processing the African American Oral History Project of Greensboro. The intern will assist the oral historian in the collection, arrangement, and description of this collection as well as processing these oral histories.

Other tasks 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 Unit

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)

Title: Special Collections Processing Intern #1

Section: Private Collections, Special Collections Section

Description: This intern will work with materials from the private manuscript collections in the Special Collections Section and will assist in processing and describing archival collections under the guidance of Special Collections staff.

Tasks include: Survey, arrange, house, and create finding aids for archival collections; perform research to write collection descriptions; participate in preservation rehousing projects; review legacy finding aids with an eye for inclusivity to identify candidates for conscious re-description.

Seeking an undergraduate, graduate student, or recent graduate in history, library science, public history, museum studies or related fields

Estimated hours: 10-16 hours/week

Able to work remotely? No, in-person only

Title: Special Collections Processing Intern #2

Section: Military Collections, Special Collections Section

Description: The Military Collection 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 Collection Archivist in processing collections, conducting oral histories and managing digital content and outreach efforts.

Tasks include: Processing new collections, including arranging, describing and accessioning materials; rehousing collection materials; managing digital outreach communications; completing oral history interviews and transcriptions; 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: 24 hours/week

Able to work remotely? No, in-person only