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| **Title**: Description Intern #1 **Section**: Records Description Unit, Government Records Section **Description**: This intern will work with the Records Description Unit, as well as analysts, 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. **Estimated hours**: 10 hours/week  **Able to work remotely?** Yes |
| **Title:** : Description Intern #2  **Section:** Records Description Unit, Government Records Section  **Description:** This intern will work with the Records Description Unit and Digital Access Branch to enhance metadata available in ContentDM for the Senate Audio files for 1993-2005, by collecting timestamp data.  **Estimated hours:** 10 hours/week  **Able to work remotely?** Yes |
| **Title**: Description Intern #3  **Section:** Records Description Unit, Government Records Section  **Description:** The intern will work with Records Description Unit to improve access to county records related to enslaved individuals by creating a cross-county names index to complement the People Not Property project.  **Estimated hours:** 10 hours/week  **Able to work remotely?** Possibly – some onsite work will be required (Raleigh, NC) |
| **Title**: Digitization Intern #1 **Section**: Digital Access Branch, Digital Services Section **Description**: The Aycock Brown Photo Collection (AV.5127) has been selected for digitization. Several boxes of slides dating from the 1920s-1950s have been scanned, but they need metadata before they can be put online into our digital collections. This intern will work with SANC staff to create descriptive metadata for the scanned slides and assist in putting them online using the content management system software CONTENTdm. 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 |
| **Title:** Digitization Intern #2  **Section:** Digital Access Branch  **Description:** The intern will work with the Digitization and Description Archivist to review and clean up the metadata in the Alien Registration and Naturalization digital collection with the goal of creating more accessible and user-friendly metadata.  **Estimated hours:** 10-15 hours/week  **Able to work remotely?** Yes |
| **Title:** Metadata Intern  **Section:** Digital Access Branch,Digital Services Section  **Description:** The intern will work with the Digital Archivist to clean up and expand the MS Access Transfers Database. They will aid in strategies for data remediation as well as the planning and implementation of database expansion based on a gap analysis of existing metadata against best practices. They will also participate in DSS meetings to gain understanding of DSS workflows.  **Estimate hours:** 10 hours/week  **Able to work remotely?** Possibly – some onsite work may be required (Raleigh, NC) |
| **Title:** Outreach Intern  **Section:** Education and Outreach  **Description:** The Outreach unit of the State Archives of North Carolina seeks a motivated intern to assist with archival research for two forthcoming outreach initiatives: a cookbook and a coloring book produced from materials within the archives. The intern’s research may also be used in “Color Our Collections” campaigns, virtual programs, and other promotions. The student will also have the opportunity to craft outreach materials, email announcements, and more, increasing public engagement with the Archives’ collections while gaining outreach experience at a cultural heritage institution. Seeking third- or fourth-year undergraduate, graduate student, or recent graduate.  **Estimated hours:** 10 hours/week  **Able to work remotely?** Yes |
| **Title**: Military Intern #1 **Section**: Military Collection, Special Collections Section **Description**: The Military Collection is amid a multi-year project to update all of its 20th-century archival collections according to modern preservation, storage, and description standards. Interns will help meet approved Military Collection goals, processing and organizing archival collections, stabilize deteriorating historic records, and spend time researching the content of the materials to accurately describe them for the public. Interns will also work on new unprocessed collections which have been donated recently. Seeking first or second-year graduate student in public history, library science, or archival studies. Experience or entry-level education in archival theory and practice is required. **Estimated hours**: minimum 16 hours/week  **Able to work remotely?** No, onsite internship only (Raleigh, NC) |
| **Title:** Military Intern #2  **Section:** Military Collection, Special Collections Section  **Description:** The Military Collection is in the midst of a multi-year effort to create master and access digital video and audio files from over 300 formatted video DVD discs with veteran’s oral history interviews on them. The discs are unstable long-term, and we are looking to create digital preservation copies for each interview by ripping off digital files from the discs. Seeking first or second-year graduate student in public history, library science, digital curation or preservation, audiovisual preservation or engineer, or archival studies. Experience or entry-level education in digital archival theory and practice is required.  **Estimated hours:** minimum 16 hours/week  **Able to work remotely?** No, onsite internship only (Raleigh, NC) |
| **Title**: Military Intern #3 **Section**: Military Collection, Special Collections Section **Description**: The Military Collection is creating an archival research collection (non-original materials) from the Military Vertical Name and Subject Files, currently composed of more than 35 linear feet of largely secondary materials and some original materials. The project’s goal is to weed out unneeded and original archival materials from the secondary sources; re-folder, re-label, number, describe each individual folder, and re-box the materials; to compare the materials with donation records, creating a database of restricted materials; and write an EAD paper-based finding aid for the collection (box and folder level, only). Seeking first or second-year graduate student in public history, library science, or archival studies. Volunteers with experience in an archives or library environment are welcome.  **Estimated hours**: minimum 16 hours/week  **Able to work remotely?** No, onsite internship only (Raleigh, NC) |
| **Title**: Oral History Intern **Section**: Oral History, Special Collections Section **Description**: This intern will assist the oral historian with multiple oral history related projects including: indexing current oral history holdings at the State Archives; logging and transcribing oral histories; scheduling and conducting the oral histories; conducting interviews includes making sure the equipment is functioning during the interview along with asking follow-up questions; leading in interviewing individuals; participating in social media outreach and podcasting to highlight the oral history collection. Seeking someone with a bachelor’s degree in public history or similar, minimum; working toward a master’s degree preferred. Some oral history experience preferable. **Estimated hours**: 10-20 hours/week  **Able to work remotely?** Yes |