



STATE ARCHIVES  
of NORTH CAROLINA

## 2025 Friends of the Archive's Paid Internships

**LINC Records Description Intern: This internship is anticipated as a paid position, funding contingent on pending approval from the Friends of the Archives.**

The purpose of this internship is to process, thus providing physical and intellectual access to a large and important state agency collection, the Learning Institute of North Carolina Record Group. The intern will arrange and describe this collection, a collection that has sat unprocessed since the late 1970s, in collaboration with the Records Description Unit processing archivists. This project is a large undertaking, but essential for increasing access to these vast records that will be frequently utilized by patrons and have high research value for historians.

The Learning Institute of North Carolina (LINC) originated from the North Carolina Fund, an independent organization announced in the early 1960s during the administration of Governor Terry Sanford. The North Carolina Fund launched various projects throughout the state with the purpose of breaking the cycle of poverty by addressing its causes. LINC was created in 1964 to continue the educational efforts of the North Carolina Fund. Sanford was the chairman of the North Carolina Fund and signed LINC's founding charter. From its beginnings in 1964 until 1974, LINC received funding from the state. In 1965 the General Assembly passed an act that recognized LINC's charter, permitting various state agencies and institutions to enter into contracts and agreements with the institute. The State Board of Education contracted with LINC the operation of the North Carolina Advancement School. The Advancement School was a residential school to serve academic underachievers. During the 1960s and 1970s LINC developed various other pilot programs. Once the workability of these programs had been demonstrated, LINC turned them over to a state agency for continued operation. Another example of this was a teacher in-service training program, which worked alongside a pilot kindergarten project. Over the years, LINC expanded its scope to include such fields as child advocacy, juvenile corrections, and day care for children of high school students. In 1979, the General Assembly repealed the 1965 act that recognized LINC's charter, and it cancelled LINC's contracts with state agencies and institutions. The legacy of these educational initiatives is still apparent in North Carolina's educational programs and institutions today. The records contained in this collection contain critical insights into this groundbreaking period of educational development and experimentation in North Carolina. Arranging and describing this collection will ensure physical and intellectual access to this collection for the public.

### Major Tasks Involved:

- Arrangement and description of the Learning Institute of North Carolina Record Group, utilizing archival best practices and foundational philosophies, such as MPLP and minimal processing

- Development and augmentation of collection data in SANC's content management system AXAEM, along with the creation of a collection-level finding aid
- Participation in outreach activities, such as blogging and creating social media posts

**Education level preference:** Graduate student pursuing MLS, MLIS, MA in Public History, or equivalent.

**Estimated hours:** 300 hrs total. 30 hrs./week for 10 weeks, May to August

Salary for this position is \$15.00/hr.

**Conservation Intern: This internship is anticipated as a paid position, funding contingent on pending approval from the Friends of the Archives.**

The Conservation Unit at the State Archives consists of the Collections Management Branch Head, the Conservator, and the Conservation Technician. The Conservation Unit develops and implements a division preservation program, and liaises with archivists to realize conservation needs, recommending a course of action, and carrying out treatments and creating custom housing as needed. In addition to the treatment of collection material, the Conservation Unit also assesses the condition of collection material for loans and prepares said materials for display and/or transport. The Conservator also responds to inquiries from agencies and the public to offer preservation advice for records and personal or family belongings. The Conservation Unit maintains and operates within the Archives' Conservation Lab.

The Conservation Unit is seeking a Summer 2025 Conservation Intern to assist with the Vault Housing Project. Conservation has assessed the Archives' book and paper Vault holdings and proposed a variety of enclosures for these Vault materials. Our Summer 2025 Intern's primary project will be to participate in our Vault Collections housing workflow. The Intern will learn from the Archives Conservator how to build the following structures: archival folders, archival 4-flap wrappers, telescoping corrugated board boxes, and cloth clamshells, etc., to the specifications of collection material. In addition to working on the Vault Housing Project, the Conservation intern will also learn basic conservation techniques with the opportunity to work on one or more treatments (time permitting) through the Lab and under the direct supervision of the Archives Conservator. Our Summer intern will have the opportunity to shadow the Archives Conservator as they engage in preservation and conservation practices, such as collection examination, condition documentation, and treatment, integrated pest management, environmental monitoring of the Archives and State Record Center stacks, and exhibition preparation.

**Major Tasks Involved:**

- The Summer 2025 Conservation Intern will be engaged in the construction of custom housing for the Archives' Vault Collection under the supervision of the Archives' Conservator.
- The Summer 2025 Conservation Intern may elect to learn basic conservation treatment(s) and stabilization(s) and work on collection material(s) selected by the Archives Conservator, walking through condition and treatment documentation, and researching the contents and context of these materials.

- The Summer 2025 Conservation Intern will assist with any incoming custom housing requests.
- The Summer 2025 Conservation Intern is encouraged to contribute to the Archives' social media by completing a blog post for the Archives' blog, History For All the People, and accompanying content for Twitter/ X, Facebook.
- The Summer 2025 Conservation Intern is encouraged to compose and give a presentation about their work at the conclusion of their internship.

**Education level preference:** Seeking an advanced undergraduate, or pre-graduate program, or graduate student with coursework and/or course focus in Library/Information Sciences, Book Arts/Bookbinding, Conservation, Preservation, or a combination thereof. This internship would be suitable for those seeking experience in cultural heritage preservation and conservation. Candidates will be expected to articulate how this internship would contribute to prospective ventures. Previous experience in and/or a strong, demonstrated interest in the handling, care, treatment, or housing of museum, archive, and/or library materials is highly encouraged, as is hand skills from experience or interest in those or related institutions. A meticulous and thoughtful craftsman who creates work attentive to the details would thrive in this internship, as it necessitates prolonged-period fine motor skills and independent work. This internship also necessitates strong written and oral communication, professionalism, a willingness to request assistance, and openness and initiative to accept and enact advice. The 2025 Summer Conservation Intern is expected to have and exercise good judgment and adhere to the code of ethics of the American Institute for Conservation: [Code of Ethics and Guidelines for Practice](#).

**Estimated hours:** 30 hours/week for 10 weeks, May to August  
Salary for this position is \$15.00/hr.



## 2025 Summer Paid Internship Opportunities

**Outreach Section, Traveling Archivist Program Intern:** The [Traveling Archivist Program](#) (TAP) is a statewide service to small organizations holding archival collections. The [State Historical Records Advisory Board](#) directs the program with grant funding from the [National Historical Publications & Records Commission](#). The program's goal is to help small organizations improve preservation and access for archival materials—documentary, photograph, recording, and born-digital collections. Begun in 2009, TAP has served over 100 organizations across the state with technical guidance and preservation supplies. Often, however, the organizations lack staff capacity to enact the program's recommendations.

The program intern will work with several past TAP recipient organizations to implement recommendations provided by previous traveling archivists. Tasks may include creating basic collections inventories, arranging and rehousing records, and drafting finding aids. The intern will work 320 hours during the summer months, May - August. Hours can be full-time for eight weeks or a more flexible schedule over a longer period. The State Archives outreach unit will supervise the internship with support from colleagues who will provide specific training for the intern's archival processing activities. In addition to a \$15 per hour wage for up to 320 hours of work, the intern will receive a travel stipend of up to \$1,000 to include mileage and up to five nights of lodging to work at more remote organizations. The intern will track activities and produce a final slide show to present the summer's work to State Archives staff and peer interns.

### **Expectations:**

- Professional presentation and conduct; work alignment with archival principles
- Weekly or daily log of work time and activities
- Attendance at weekly meetings with State Archives staff managing TAP to report on assignment progress
- Final presentation to summarize work and share collection highlights

### **Eligibility:**

- Current or recent graduate student in a library science or history program
- Personal vehicle and ability to travel within the Triangle or Triad region
- Ability to move containers of records and rehouse the contents in archival folders and boxes