



*Alabama* DEPARTMENT OF  
**ARCHIVES & HISTORY**

**INTERNSHIPS AT THE ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY**

**GRADUATE ARCHIVAL INTERN OPPORTUNITY  
MANUSCRIPTS PROCESSING  
PAID INTERNSHIP**

The Alabama Department of Archives and History seeks graduate student applicants for a summer 2018 processing internship. This paid internship will provide the successful candidate with experience in processing a complex manuscript collection, as well as selecting and digitizing materials in the collection to be made available on the department's digital collections platform. Under the supervision of archival collections staff, the intern will work on the Mahan Family Papers, circa 1836-1989, a manuscript collection documenting a family from Montevallo, Alabama. Comprised of over 57 linear feet of records, the collection includes correspondence, business records, photographs, glass plate negatives, journals, scrapbooks, and family-related ephemera.

Applicants must be at least 18 years old and should be a current student or a recent graduate in Library and Information Science, Archival Management, or a related field. Previous experience processing archival collections is preferred.

Duration: May – August 2018

Academic Level: Graduate Student

Location: Alabama Department of Archives and History, 624 Washington Avenue, Montgomery, AL 36130

Compensation: \$10.00/hour; 40 hours/week

Housing: Auburn University at Montgomery offers housing to interns when space is available.

More information can be found here:

<http://www.aum.edu/campus-life/housing-and-dining/housing-and-residency/intern-and-guest-housing>

Schedule: Monday – Friday 8:30 am – 4:30 pm

To apply for the Manuscripts Processing Internship, an application must be completed and returned with an unofficial transcript, resume, and cover letter by April 6, 2018. All paperwork should be sent to Mary Jo Scott at the Alabama Department of Archives and History, P.O. Box 300100, Montgomery, AL, 36130, or to [maryjo.scott@archives.alabama.gov](mailto:maryjo.scott@archives.alabama.gov).