



INTERNSHIPS AT THE ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

The Alabama Department of Archives and History (ADAH), the nation's oldest state department of archives and history, offers valuable work experience and educational opportunities through its internship program. Internships at the ADAH have been conceived to provide undergraduate and graduate students with a meaningful and realistic work experience that will complement their formal academic training. Any questions about internships can be directed to Kathy Logan at (334) 353-4745 or at kathy.logan@archives.alabama.gov.

DISCOVERY INTERNSHIP

The ADAH offers one Discovery Internship a semester. This internship is intended for undergraduate students or graduate students who have little or no experience in the cultural heritage field. Discovery interns will work 150 hours divided between five program areas at the ADAH:

- Appraisal/Records Management
- Archival Collections Management
- Museum Collections Management
- Public Programs/Education
- Reference

Requirements for the Discovery Internship:

Applicants must be currently enrolled and in good academic standing at an accredited college or university.

To apply for a Spring Semester Discovery Internship, an application must be completed and returned with an unofficial transcript, resume, and cover letter by September 30. All paperwork should be sent to Kathy Logan at the Alabama Dept. of Archives and History, P.O. Box 300100, Montgomery, AL, 36130, or to kathy.logan@archives.alabama.gov.

PROJECT INTERNSHIPS

Interns in this program will work 150 hours on a specialized project in one of the sections at the ADAH. Applicants to project internships must be currently enrolled and in good academic standing at a graduate program at an accredited college or university. To apply for a Spring Semester Project internship, an application must be completed and returned with an unofficial

transcript, resume, and cover letter by September 30. All paperwork should be sent to Kathy Logan at the Alabama Dept. of Archives and History, P.O. Box 300100, Montgomery, AL, 36130, or to kathy.logan@archives.alabama.gov.

The ADAH will be offering three project internships for the 2016 Spring Semester:

Exhibit Design Internship (150 hours)

Working closely with ADAH's collections management staff, the exhibit design intern will plan and implement a temporary display on women in Alabama politics. Duties may include selecting manuscripts and paper ephemera for display, researching and writing exhibit labels, and assisting with the development of public programming related to the exhibit. Graduate students studying history, public history, library science, and related topics are strongly encouraged to apply.

Manuscripts Processing Internship (150 hours)

The manuscripts processing intern will survey, arrange, and describe the papers of historian John Witherspoon DuBose, creating a catalog record and finding aid for the collection. The intern will also learn how to properly handle, repair, and store manuscripts. Graduate students studying library science, history, public history, or related topics are encouraged to apply. Before applying to this internship, applicants should have taken classes in cataloging, archival arrangement and description, or archival theory and have a basic understanding of core archival concepts such as original order.

Oversized Item Processing Internship (150 hours)

The oversized item processing intern will assist with processing a collection of assorted oversized items, architectural drawings, and maps. The work would entail some preservation, item level processing, basic rehousing, and inventorying for a database to be developed. All training would be done by an ADAH archivist and would leave the student with a foundational knowledge of large item handling and paper preservation skills. Light research will also be conducted by the student in order to correctly position the item within the historical record. Before applying to this internship, applicants should have the following qualifications:

- A demonstrated understanding of archival processing and arrangement techniques
- Ability to communicate in a professional manner and work independently or as a team when needed
- Ability to bend, reach, and lift boxes or volumes weighing up to 25 lbs.
- A good eye for accuracy and attention to detail

Experience in the following areas are preferred, but not required:

- Experience handling oversized paper media
- Experience doing minor paper repairs
- Prior knowledge of architectural firm procedures
- Prior knowledge of cartography
- Prior knowledge of Alabama History
- Experience researching using archival collections