



## **ALABAMA ARCHIVES SUMMER 2016 INTERNSHIPS**

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 provide undergraduate and graduate students with a meaningful and realistic work experience that will complement their formal academic training. ADAH internships are unpaid, however students can obtain academic credit depending on the guidelines of their individual educational institutions.

### **DISCOVERY INTERNSHIP**

The ADAH will offer one Discovery Internship in summer 2016. This internship is intended for undergraduate or graduate students who have little or no experience in the public history field. It will provide experience in a wide variety of work areas within the ADAH. Discovery interns will work 150 hours divided between five program areas:

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

Applicants must be currently enrolled and in good academic standing at an accredited college or university. To apply for the summer 2016 Discovery Internship, an application must be completed and returned with an unofficial transcript, resume, and cover letter by March 4, 2016. Send application materials 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).

### **PROJECT INTERNSHIPS**

Project internships are intended for undergraduate or graduate students. They provide the opportunity to work or assist with a specialized project. The ADAH will offer three project internships for summer 2016, each available for one student.

Applicants for Project Internships must be currently enrolled and in good academic standing at an accredited college or university. To apply for a summer 2016 Project Internship, an application must be completed and returned with an unofficial transcript, resume, and cover letter by March 4, 2016. In the application, please specify the internship being applied for. Send application materials 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).

## **ADAH Project Internship Descriptions - Summer 2016**

### **Manuscripts Processing Internship (150 hours)**

This project internship includes the survey, arrangement, and description of the papers of historian John Witherspoon DuBose. The intern will create a catalog record and finding aid for the collection. This internship will also teach the student 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, 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)**

This project internship includes assisting with processing a collection of assorted oversized items, architectural drawings, and maps. The project entails research, preservation, item level processing, basic rehousing, and inventorying for a database to be developed. The internship will provide the student with a foundational knowledge of large item handling and paper preservation skills. Applicants should have a basic understanding of archival processing and arrangement techniques and the ability to bend, reach, and lift boxes or volumes weighing up to 25 lbs. Students with an interest in working with maps, architectural records, and/or an interest in paper conservation are encouraged to apply.

### **Museum Education Resource Development Internship (150 hours)**

Working closely with ADAH's museum education staff, the resource development intern will plan, develop, and create a traveling resource based on a specific theme in Alabama's history. The intern will also work with museum education staff to plan, develop, and implement pre and post visit materials for specific themed tours offered by the Museum of Alabama. Duties will include researching and interpreting primary source material, writing historically accurate text, and creating educational activities and assessments. Applicants must be comfortable interacting with the public, including children, and be able to use imagination and creativity to create engaging educational activities that correlate with the Alabama Course of Study: Social Studies. Graduate students studying history, public history, education, museum studies, and related topics are encouraged to apply.

Any questions about internships can be directed to Mary Jo Scott at (334) 353-4694 or at [maryjo.scott@archives.alabama.gov](mailto:maryjo.scott@archives.alabama.gov).