



Alabama DEPARTMENT OF
ARCHIVES & HISTORY

SUMMER 2023 INTERNSHIP OPPORTUNITIES

The Alabama Department of Archives and History (ADAH) invites applications from undergraduate and graduate students for its summer 2023 internship program. ADAH internships are paid, and students may be able to obtain academic credit depending on the policies of their educational institutions. Students studying anthropology, archaeology, archival studies, education, history, library science, museum studies, political science, public history, and related fields are encouraged to apply.

Pay rate: \$11.77/hr. for sophomores
\$12.36/hr. for juniors
\$12.98/hr. for seniors
\$13.64/hr. for graduate students

Deadline for applications: March 1, 2023

ADAH staff will provide professional training and supervision. All applicants must be at least 18 years old and be enrolled in an academic program or a recent graduate. Effective communication skills and proficiency in Microsoft Office and Adobe Acrobat applications are required.

ARCHIVAL PROCESSING INTERNSHIP

This internship will provide the successful candidate with experience surveying, arranging, and describing records created in the early twentieth century by the Alabama Department of Corrections. The intern will also learn how to properly handle, repair, and store archival materials. Applicants must be able to bend, reach, and lift boxes weighing up to 40 pounds. Applicants for this internship will be required to submit a writing sample, preferably a paper completed for a history or humanities course, to be considered for an interview.

DIGITAL ASSETS INTERNSHIP (REMOTE INTERNSHIP)

This internship will provide experience creating metadata and enhancing access to news footage from local television WSFA (<https://digital.archives.alabama.gov/digital/collection/wsfa>). Tasks will include recording timestamps; correcting and expanding existing descriptions; and assigning headings from controlled vocabularies. The ability to read cursive handwriting is required. Applicants for this internship will be required to complete a metadata assignment to be considered for an interview.

DISCOVERY INTERNSHIP

This internship is intended for undergraduate students who have little to no experience in the cultural heritage field and are interested in exploring opportunities. The intern will work in virtually every department at the ADAH spending time in archival and museum collections management, digitization, reference, public programs, and education.

ESBCO RESEARCH ROOM INTERNSHIP

This internship will provide the successful candidate with experience working with Reference staff on a variety of projects over the course of the internship. These projects will include handling archival material, scanning, indexing, assisting in creating presentations, researching, and interpreting primary source material. Applicants must be able to bend, reach, and lift boxes weighing up to 40 pounds.

STATE GOVERNMENT RECORDS RESEARCH INTERNSHIP (REMOTE INTERNSHIP)

This internship will provide experience researching and analyzing the history of interactions between the ADAH and other state agencies. The intern will review scanned copies of correspondence, memoranda, contextual information (such as newspaper articles), policies and procedures, and permanent records transmittal forms. The research will be used to compile key events, people, and dates which will then be summarized in written reports which ADAH staff can reference when seeking to understand past interagency events. Applicants for this internship will be required to complete a writing assignment to be considered for an interview.

MUSEUM COLLECTIONS INTERNSHIP

This internship will provide practical experience in collections processing, as well as working with legacy catalog records. The intern will rehouse legacy catalog records pertinent to ADAH collections; create catalog records using PastPerfect museum database software; and learn best practices for handling and managing museum collections.

NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT (NAGPRA) PROGRAM INTERNSHIP

This internship will provide the successful candidate an opportunity to obtain experience with processing archival records in a museum setting, using Microsoft Access and PastPerfect museum database software, and analyzing and researching an existing archaeological collection. All these tasks will further the candidate's understanding of conducting NAGPRA oriented work in a museum environment.

Complete job descriptions for the internships can be found here:

<https://archives.alabama.gov/about/internships.aspx>

HOW TO APPLY

Submit an ADAH Summer 2023 Internship [cover sheet](#), state [application form](#), resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by **March 1, 2023**. All application materials should be sent to Krystle Scott at krystlem.scott@archives.alabama.gov OR to Alabama Dept. of Archives and History, Attn: Krystle Scott, P. O. Box 300100, Montgomery, AL, 36130.

State Application Form: <https://personnel.alabama.gov/Downloads/StateApp.pdf>

Internship cover sheet: https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf