

Political Papers Intern:

Richard B. Russell Library for Political Research and Studies, University of Georgia
Work Requirement: 350 hours over 10 weeks beginning May 20, 2024

Summary: The Russell Library Political Papers Internship provides hands-on experience with various aspects of archival work, including the arrangement and description of manuscript collections, digitization and metadata creation, outreach, and donor relations. The intern will be expected to work 350 hours over 12 weeks. Project assignments will involve professional-level work with significant mentoring opportunities from the faculty and staff of the Russell Library.

About the Russell Library: The Richard B. Russell Library is one of three special collections based at the University of Georgia Libraries. It serves as a center for the research and study of modern American politics, policymaking, and advocacy, with particular emphasis on the role of Georgia at the U.S. Congress. Current collection development and programming initiatives focus on the dynamic relationship of politics, policy, and culture—generated wherever public interest intersects with government.

Job Description

The Political Papers intern reports directly to the Head of Arrangement and Description and the Processing Specialist, who will introduce the intern to the basics of working in archive, as well as teach the intern to use collections management software. The intern will be responsible for all phases of preserving and describing a collection of historical records, as well as additional projects if the opportunity arises. This work can include:

- Surveying the records prior to beginning the project, reviewing existing inventories, and developing a processing plan
- Working with the unit head to determine the disposition of separated and/or restricted records.
- Preparing a standards-compliant, online finding aid for the collection using ArchivesSpace

Other opportunities for development during the internship may include:

- Participating in weekly discussions with Russell Library faculty about archival issues, challenges, and practices
- Assisting with donor relations activities, such as picking up new collections and communicating with donors
- Engaging with faculty and staff from UGA's other two special collections, the Hargrett Rare Book and Manuscript Library and the Walter J. Brown Media Archives and Peabody Awards Collection.

Required Qualifications:

- Enrollment in, or recent graduate of, a graduate program in library science, archival studies, history, public history, or a related field (candidates who are scheduled to begin graduate studies in the fall following this internship are eligible)
- Strong interest in pursuing a career as an archivist or in a related field, such as libraries, museums, history, etc.
- Strong writing and editing skills

- Strong interpersonal skills
- Ability to work independently to complete projects as assigned

Work Schedule

The intern will be expected to work 35 hours per week beginning on or around May 20, 2024. Work schedule is negotiable, but all work must be performed on-site between 8:00a and 5:00p, Monday through Friday. The successful candidate will earn \$11.00/hour.

Application Procedure:

Interested applicants should apply for this position through Handshake (Job #8764247). For first consideration, applications should be submitted by April 5, 2024, but applications will be accepted until the internship is filled. A final decision will be made by April 15, 2024.