

## Archival Special Collections Internship

*Archives & Records Services - Manuscript & Image Collections*

**Compensation:** \$2,500.00 stipend

**Application deadline:** March 11, 2025

The Mississippi Department of Archives & History (MDAH) is seeking an Archival Special Collections Intern to serve in the manuscript and image collections section of the Archives and Records Services division. This internship will offer a unique opportunity to learn about archival preservation and conservation, as well as processing, arrangement, and description. Working under the direction of the section head and her staff, the intern will engage in the archival processing of materials from several small and recently acquired local history collections as part of the manuscript and image collections.

### Primary Responsibilities:

- Learn basic archival principles and put them into action.
- Review assigned archival collection materials for conservation concerns.
- Identify and arrange collection into series as agreed upon with the supervisor.
- Create folders and box inventory content.
- Generate finding aids related to box content.
- Present a final report to the archival staff.
- Present a final project report at the Intern Expo on July 28.

### Requirements:

- Strong organizational skills and attention to detail.
- Interest in Mississippi historical records and social history, or political history.
- Excellent oral and written communication skills and willingness to ask questions.
- The ability to work independently and collaboratively with MDAH archival staff.
- Archives, Library Science, History, Law, or Liberal Arts students preferred.

### Time Commitment:

This internship spans from June 2 to July 31, with a minimum requirement of 160 hours. The working hours are flexible, from Monday to Friday, between 9:00 a.m. and 5:00 p.m. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

### How to Apply:

Submit an online application through the [MDAH website](#) by March 11, 2025.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or [eblackledge@mdah.ms.gov](mailto:eblackledge@mdah.ms.gov).