

Eudora Welty Collection Archival Internship

Archives & Records Services - Manuscript & Image Collections

Compensation: \$2,500.00 stipend

Application deadline: March 11, 2025

Master of the short story, Eudora Welty (1909-2001) left an indelible mark on twentieth-century American literature and is acknowledged as one of America's greatest authors. This internship is designed specifically to work with the Eudora Welty Collection at the Mississippi Department of Archives & History (MDAH), the premier collection of Eudora Welty materials in the world and one of the most varied literary collections in the United States.

The Eudora Welty Collection Archival Intern will serve in the Manuscript and Image Collections section of the Archives and Record Services division. This internship offers unique opportunities to learn about archival preservation and conservation, as well as processing, arrangement, and description. Working under the direction of the collection curator, an intern will engage in the archival processing of materials as part of the Eudora Welty Collection. The intern will also have the opportunity to engage in professional development throughout the summer.

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 at the Intern Expo on July 28.

Requirements:

- Strong organizational skills and attention to detail.
- Working knowledge of Microsoft Excel and Word.
- Proficiency in deciphering cursive handwriting.
- Excellent oral and written communication skills and willingness to ask questions.
- The ability to work independently and collaboratively with MDAH archival staff.

Preferences:

- Interest in Eudora Welty, Mississippi history, literature, and/or photography.
- Student with a background in Archives, Library Science, History, or Liberal Arts.

The Manuscript and Image Collections Team believes that internships are a learning experience and will provide training for all projects.

Time Commitment:

This internship spans from June 2 to July 31, with a minimum requirement of 160 hours. Hours are flexible, Mondays through Fridays, between 8:30 a.m. and 4:30 p.m. The schedule will be determined based on availability and agreements 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 Programs Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.