

Government Records Archival Internship

Archives & Records Services - Government Records

Compensation: \$2,500.00 stipend

Application deadline: March 11, 2025

The Mississippi Department of Archives & History is seeking a *Government Records Archival Intern* to serve in the government records section of the Archives and Records Services division. This internship offers unique opportunities to learn about archival preservation and conservation, as well as the processing, arrangement, and description of archival collections. Working under the direction of government records staff, this intern will engage in the archival processing of collections and will have the opportunity to write descriptive finding aids for the collections. There is an opportunity to work on multiple archival projects during the internship, including a transcription project for Secretary of State land patents and a finding aid reformatting project.

Primary Responsibilities:

- Learn basic archival principles and put them into action.
- Create folders and box inventory content.
- Generate finding aids related to box content.
- Flattening and arranging 19th and early 20th-century documents in folders.
- Re-writing finding aids with limited or no descriptions.
- Reprocessing collection where necessary.
- 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 state government.
- 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, 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 8:00 a.m. and 3:00 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 Programs Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.