

## **Eudora Welty Collection Archival Internship**

*Archives & Records Services - Manuscripts & Images Collections*

**Compensation:** \$2,500.00

**Application deadline:** March 13, 2026

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 William F. Winter Archives & History Building at MDAH, the premier collection of Eudora Welty materials in the world and one of the most varied literary collections in the United States.

The Mississippi Department of Archives & History (MDAH) is seeking a *Eudora Welty Collection Archival Intern* to serve in the Manuscripts & Images Collections section of the Archives & Records Services division. This internship offers a unique opportunity to learn about archival preservation and conservation, as well as processing, arrangement, and description. The Eudora Welty Collection Archival Intern will engage in the archival processing of materials as part of the Eudora Welty Collection.

### **Primary Responsibilities:**

- Learn basic archival principles and put them into action
- Review Eudora Welty Collection materials for conservation concerns
- Identify and arrange materials within the assigned series as agreed upon with the supervisor
- Create a content inventory for boxes and folders within the assigned series
- Generate finding aids related to box content
- Present a final project report at the Intern Expo on July 30

### **Requirements:**

- Currently enrolled in an accredited bachelor's or master's degree program
- 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

### **Time Commitment:**

This internship runs from June 1 to July 31 and requires a minimum of 160 hours. Work hours are flexible, Monday through Friday between 9:00 a.m. and 5:00 p.m., with the specific schedule determined by mutual agreement between the intern and MDAH staff. Some exceptions may apply for required intern enrichment activities, professional development opportunities, and the final Intern Expo.

### **How to Apply:**

Submit an online application through the [MDAH website](#) by March 13, 2026.

For more information, please contact the Human Resources Program Manager, Meredith Kent, at (601) 576-7304 or [mekent@mdah.ms.gov](mailto:mekent@mdah.ms.gov).