

ARCHIVE

<https://www.internshipstoc.online/job/archives-internship-opportunities-program-2024/>

Archives Internship Opportunities Program 2024

Description

The Archives Internship Opportunities Program 2024 offers passionate and dedicated students the chance to delve into the fascinating world of historical records and contribute to their preservation and accessibility. Interns will work with experienced archivists at various archives across the country, gaining valuable hands-on experience, developing professional skills, and making a real difference in protecting our shared history.

Responsibilities

- Assist with processing, arrangement, and description of archival materials.
- Conduct research and prepare finding aids to make collections accessible.
- Digitize historical documents and photographs.
- Contribute to outreach and public education programs.
- Participate in workshops and professional development opportunities.
- Assist with other duties as assigned, depending on the specific internship site.

Qualifications

- Currently enrolled in an undergraduate or graduate program in history, library science, archival studies, or a related field.
- Strong academic record with a minimum GPA of 3.0.
- Excellent research, analytical, and organizational skills.
- Strong attention to detail and ability to work with fragile materials.
- Effective communication and teamwork skills.
- Willingness to learn and adapt to new tasks.

Experience

- Prior experience with archives or libraries preferred, but not required.
- Relevant coursework or volunteer experience in historical research, digitization, or related areas is a plus.

Skills

- Proficient in Microsoft Office Suite and other relevant software (e.g., archival management systems, image editing software).
- Excellent written and verbal communication skills.
- Time management and organizational skills.
- Strong problem-solving skills.
- Ability to work independently and as part of a team.
- Positive attitude and strong work ethic.

Job Benefits

- Gain valuable hands-on experience and develop essential professional skills

Hiring organization

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Employment Type

Intern

Duration of employment

6 Months

Industry

Government Administration

Job Location

Washington, D.C., United States, 20001, Washington, D.C., United States

Working Hours

8

Base Salary

10

Date posted

February 15, 2024

Valid through

18.02.2027

for careers in archives, libraries, museums, and related fields.

- Contribute to the preservation and accessibility of important historical records.
- Network with experienced archivists and other professionals in the field.
- Earn potential academic credit or a stipend (depending on the specific program).

How To Apply

Visit the program website <https://www.archives.gov/careers/internships-and-volunteers> for further information and specific application instructions. Application deadlines will vary depending on the participating archives.