

Virginia Museum of History & Culture

Division: Collections

Title: Archives Processing Intern

Supervisor: Senior Archivist

Hours per week: 8-10 hours per week (non-credit internship)
135 -150 hours/semester (12-15 hours/week) for academic credit
\$10.00 per hour, maximum 150 hours per semester

Education and Experience: Undergraduate or graduate student in a degree program for History, American Studies, African American Studies, Library Science or related field. Archival training and/or previous volunteer or internship experience desirable.

Summary: The Processing Intern will work with VMHC archives staff to process and make accessible African American collections associated with the United Order of the True Reformers, 19th century Republican Party activist James Jones, educator and minister George Ambrose Newman (1855-1944), Portsmouth, Virginia mayor Dr. James Holley (1926-2012), and Richmond businessman St. James Gilpin (1851-1934).

Duties and Responsibilities:

- Re-house items for long-term preservation
- Create inventory lists
- Perform research using primary and secondary sources
- Assist with development of finding aides
- Other administrative duties or projects as assigned

Knowledge and Skills:

- Familiarity with 19th and 20th century Virginia and US history
- Research skills using primary and secondary source
- Ability to read handwritten documents
- Familiarity with Microsoft Office suite and Outlook
- Well-organized, methodical, able to work independently and cooperatively
- Ability to prioritize
- Accuracy and attention to detail
- Ability to lift 40 pounds

Application Requirements:

- Send resume and cover letter
- On-site interview
- Must pass background check

Application Deadline: December 21, 2018

For additional information, please contact Eileen Parris, Senior Archivist, at eparris@VirginiaHistory.org.