**Title:** Jack Nelson Archival Intern

**Division:** Collections

**Reports to:** Senior Archivist

**Duration:** Up to 150 hours

**Hours/Week:** 10 hours per week

**Stipend:** Eligible for academic credit and a $1500 stipend

**Summary:** The Virginia Museum of History and Culture is seeking an Intern in the Collections Department to assist in archiving Civil War-era manuscripts.

**Duties and Responsibilities:**

* Sorting, arranging, analyzing, re-housing and describing Civil War-era manuscripts

**Requirements:**

* Ability to read 19th century handwritten materials
* Strong accuracy and attention to detail
* Strong research skills
* Available to work hours during regular workweek, Monday-Friday, 9am-5pm

**Education and Experience:**

We require an upper-level undergraduate or graduate student with a strong American history background and familiarity with Virginia history and Civil War history

**Application:**

Send letter of interest, resume and list of references electronically to Eileen Parris at eparris@VirginiaHistory.org

All candidates must pass a background check before starting employment.