

William F. Winter Collection Archival Internship

Archives & Records Services - Manuscript & Image Collections

Compensation: \$2,500.00

Application deadline: March 24, 2024

The Mississippi Department of Archives & History (MDAH) is seeking a *William F. Winter Collection Archival Intern* to serve in the manuscript and image collections section of the Archives and Record Services division. This internship offers unique opportunities to learn about archival preservation and conservation, as well as processing, arrangement, and description. Working under the direction of the section head and her staff, an intern will engage in the archival processing of materials as part of the manuscript and image collections.

This internship is designed specifically to work with the William F. Winter Law Office Collection at MDAH, acquired in 2021. The collection contains the former Governor's speeches, correspondence, office files, and a plethora of ephemera. A basic folder inventory is available to aid in the arrangement and description of this 15-box collection.

Primary Responsibilities:

- Learn basic archival principles and put them into action.
- Review assigned archival collection materials for conservation concerns.
- Identify and arrange collection into series as agreed upon with the supervisor.
- Create folders and box inventory content.
- Generate finding aids related to box content.
- Present a final report to the archival staff.
- Present a final project report at the Intern Expo on July 25.

Requirements:

- Strong organizational skills and attention to detail.
- Interest in Mississippi historical records and social history, or political history.
- 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, Law, or Liberal Arts students preferred.

The Manuscript and Image Collections Team believes that internships are a learning experience and will provide training for all projects.

Time Commitment:

This internship spans from June 3 to July 26, with a minimum requirement of 160 hours. The working hours are flexible, from Monday to Friday, between 9:00 a.m. and 5:00 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 24, 2024.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.