



**Position Title:** Visual Archives Intern

**Department:** Kenan Research Center, in McElreath Hall

**Required Commitment Period:** Summer Session, flexible hybrid schedule, minimum of 10 hours weekly; 120 hours total.

**Start/End Dates:** May 2<sup>nd</sup> — July 25<sup>th</sup>, 2025

**Application Deadline:** Monday, April 14<sup>th</sup>, 2025, by 11:59 pm EST

### **General Description**

This position will assist the Visual Culture Archivist with a variety of tasks depending on projects and inventory needs. This position will expose the intern to all aspects of operations involving the Archives Department: research and processing skills, hands on experience with historical material, preservation, etc.

### **Key Responsibilities**

- General support to the Visual Culture Archivist and Archives Department.
- Conduct research and write metadata (descriptive information) for digital collection materials.
- Inventory, create database records, create basic finding aids for small photograph collections.

### **Desired Skills and Competencies**

- History or American studies students preferred.
- Strong research abilities, written and oral communication skills.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook.
- Flexible and comfortable working in a fast-paced environment
- Strong organizational skills: to communicate affectively and to work independently.
- Able to work and complete tasks under a deadline.
- Sensitivity to cultural and artistic diversity.

**TO APPLY:** Interested applicants may [apply online](#) by filling out the application and attaching their resume, cover letter and a **writing sample** (biography on a historical figure; 500 words). If you have any questions, contact Volunteer Services at [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com). No phone calls please. This is a non-paid internship.