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Archives Internship Opportunities 2025 In United States

Description

We are seeking passionate and detail-oriented individuals for the 2025 Archives Internship Program. This internship offers an exciting opportunity to gain hands-on experience in archival work, historical preservation, and research within a professional setting. Interns will have the chance to work closely with archivists and historians to assist in the preservation, cataloging, and digitization of historical records. This internship is ideal for students or early career professionals interested in pursuing a career in archival science, history, or information management.

Responsibilities

- Assist in the organization, cataloging, and preservation of archival materials, including documents, photographs, maps, and digital records.
- Support the digitization of physical records, ensuring that materials are accurately scanned and stored in digital formats.
- Conduct research to support the development of archival exhibits, projects, or publications.
- Help process, index, and describe new acquisitions to the archive, ensuring that they are properly stored and accessible.
- Assist with inventory management, maintaining detailed records of archival holdings and ensuring materials are properly maintained.
- Provide support to staff in answering public and researcher inquiries related to archival collections.
- Help with the development of outreach initiatives, including digital projects, exhibitions, and educational programs related to archival materials.
- Participate in professional development opportunities, including training sessions and workshops on archival best practices.

Qualifications

- Currently enrolled in or recently graduated with a degree (or equivalent qualification) in History, Library Science, Information Management, Archival Studies, or a related field.
- A strong interest in archival work, history, or preservation practices.
- A valid right to work in the United States for the duration of the internship.

Experience

- Previous experience in an archival setting, library, or museum is preferred but not required.
- Any volunteer work, research, or academic projects involving archival materials will be considered an asset.
- Familiarity with historical research methods or database management systems is beneficial but not mandatory.

Skills

Hiring organization

Archives Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Software Development

Job Location

San Francisco, California, United States,, 94140,, San Francisco,, California,, United States,

Working Hours

8

Base Salary

10

Date posted

December 12, 2024

Valid through

17.12.2026

- Strong organizational skills with attention to detail in managing archival materials and records.
- Good written and verbal communication skills, with the ability to write clear and concise descriptions of materials.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with archival management software (e.g., ArchivesSpace, CONTENTdm) is a plus.
- Basic understanding of archival preservation and digitization techniques.
- Ability to work independently and as part of a team in a professional environment.
- Problem-solving skills and the ability to manage multiple tasks or projects simultaneously.

Job Benefits

- A comprehensive internship program with opportunities to learn about archival practices, historical preservation, and digital archiving.
- Mentorship from experienced archivists and historians, with guidance on career development and professional growth.
- Access to internal workshops, seminars, and networking opportunities within the archival and historical preservation fields.
- A stipend or hourly compensation to assist with living expenses (dependent on the organization offering the internship).
- Flexible work hours and the potential for remote or hybrid work options, depending on the host institution.
- Opportunity to contribute to significant projects that will be part of the historical record and have long-term value.

How To Apply

Interested candidates should submit their resume, along with a cover letter that highlights their interest in archival work, relevant experience, and specific skills that make them an ideal candidate for the internship. Please include contact information for at least two references.

[Job Vacancies Portal Here:](#)