



**Job Title: Archives Intern**

**Responsible to: Archives & Research Center Manager**

**Purpose of the Position**

The Archives Intern will assist in increasing the accessibility of archival materials and developing the archives' role in the community through various projects. These tasks may include archival appraisal, organization, item description, preservation work, and expanding the archives' social media presence. Primary responsibilities of the Archives Intern will be to scan the archives' visual image collection and incorporate newly acquired items into the archive. Additionally, the intern will be expected to assist in the daily undertakings of the archive such as welcoming visitors, answering phone calls, and conducting research.

Through these tasks, the intern will learn about the needs and resources of community archives like the Charles Tallman Archives and Research Center. Furthermore, the intern will learn strategies for making archival materials accessible and how to digitize images at archival standards. The intern will work directly with the Archives Manager as well as the team of volunteers in order to expand the role of the archives in Rock County.

**RESPONSIBILITIES:**

- Digitize images at archival standards.
- Retouch digital images using Adobe Photoshop Elements.
- Identify locations within the archive for newly acquired items and prepare them for storage.
- Describe and catalog archival items into Microsoft Excel and/or PastPerfect.
- Find materials to share on social media platforms to increase archives' online presence.
- Become familiar with organization of CTARC in order to aid in research requests and incorporate recently accessioned items into the collection.
- Assist with various archival projects such as indexing, appraisal, and welcoming visitors to the archive.

**REQUIREMENTS:**

- Strong written and verbal communication skills
- Excellent attention to detail and ability to apply details consistently
- Solid research ability
- Experience with Microsoft applications
- Willingness to learn new programs, take initiative, and work independently
- Ability to lift medium-heavy boxes and walk up and down stairs

**PREFERRED BUT NOT REQUIRED:**

- Experience with photo-editing programs, such as Adobe Photoshop Elements
- Experience with museum software PastPerfect

## **ELIGIBILITY**

This can be a part or full-time internship based on the needs/working constraints of the intern. **This Internship may be paid or voluntary depending on program.**

We encourage all promising college students to apply to this position and be offered the chance to work in a fun, fast paced environment. Rock County Historical Society is a pioneering institution dedicated to making history interactive and accessible to all and we invite you to join our team!

## **How to Apply:**

Apply online at <http://www.rchs.us/internships/>

Please forward a cover letter and resume to:

Kathy Boguszewski

Volunteer & Internship Recruiter

[virecruiter@rchs.us](mailto:virecruiter@rchs.us)

Use the email subject: Archives Internship

## **DISCLAIMER**

The informational provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job.

Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract. *The Rock County Historical Society is an equal opportunity employer.*