2019 Paid Summer Internship

Duration: June-August (flexible, but cannot start before June or end after August)
Reports to: Archivist
Academic Level: Graduate
Location: Albert Gore Research Center, 1301 E. Main St., Murfreesboro, Tennessee
Compensation: $12.00/hour (300 hours total)
Housing: On-campus housing will be paid for by the Albert Gore Research Center if necessary. More info about living on campus: https://www.mtsu.edu:8443/living-on-campus/index.php
Schedule: Flexible. Mon-Fri between 9am-4pm.

Internship Overview:

The Albert Gore Research Center at Middle Tennessee State University seeks to hire an intern for the summer of 2019 to prepare a graduate student for a career in archives. The intern will work directly with our archivist on the Bart Gordon Papers, a large congressional collection donated by the representative who served in the U.S. Congress from 1985-2011. The intern will gain experience in the processing, arrangement, and description of paper documents, and will also have the opportunity to develop and research a digital humanities and/or public history project. Students and interns in the past have developed online exhibits, Story Maps, lesson plans, public programs, podcasts, and digital collections. The Gore Center wants to provide a meaningful work experience, so interns are encouraged to present their own ideas for projects or skills they wish to acquire.

Minimum Qualifications:

- Graduate student currently enrolled in a public history, archives, or MLIS program
- Proficiency in Microsoft Office applications, including Word, Excel, and Access
- Ability to work independently and collaboratively
- Strong attention to detail and organizational abilities
- General knowledge of modern American history
- Previous experience working in an archives setting is a plus

To Apply: Send résumé (with contact information for THREE references) and cover letter to Sarah.Calise@mtsu.edu by Friday, March 8, 2019. Please put “Internship” in the subject line of the email.

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