

JOB TITLE: Archival Processing Intern

LOCATION: Forest History Society, 2925 Academy Rd., Durham, NC 27705

SALARY: \$17.50 (Hourly Wage)

STATUS & HOURS: Part-time, in-person position. 15-29 hours per week. Flexible schedule, but work hours must be completed weekdays, Monday-Friday.

POSTING DATE: October 10, 2022

DEADLINE DATE: Open until filled.

DESCRIPTION: The Forest History Society (FHS) seeks one or more enthusiastic and dedicated individuals to serve as Archival Processing Intern. Under guidance of FHS staff, this position will assist in processing and cataloging archival collections.

RESPONSIBILITIES:

- Survey, arrange, and describe historical records
- Perform basic research needed to create collection descriptions
- Identify conservation needs and perform basic preservation tasks
- Create item inventories and online finding aids
- Assist with other archival duties as needed

DESIRED QUALIFICATIONS:

Preference is given to undergrad, graduate students, or recent graduates in history, library science, public history, museum studies, or related fields.

TO APPLY: Please submit a resume along with a brief statement of interest and an assessment of skills related to the position to: library@foresthistor.org. Include position title in subject line. For more information about the Forest History Society, please visit www.foresthistor.org.