**JOB DESCRIPTION**

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**Position**: **Local History Archives Project-Based Intern**

**Reports to:** **Local History Specialist**

**Range:**

**Supervises: None**

**Reviewed: 06/25**

**JOB SUMMARY**

Under the supervision of Local History Specialist, the Local History Archives Project-Based Intern will be responsible for basic conservation, organizing, cataloging, and some digitization for Local History’s ongoing Stebbins Real Estate Collection archives project. This is a six-month position at up to 20 hours per week.

**DUTIES AND RESPONSIBILITIES**

1. Review physical files and remove staples, tape, and other conservation concerns.
2. Organize and number files according to established systems.
3. Use PastPerfect to create basic catalog records for each file according to established guidelines.
4. Occasionally scan images and documents as needed to correct existing files.
5. Identify problem items to be handled by the Local History Specialist and other staff.
6. Communicate regularly with Local History staff about project problems, progress, and other issues.
7. Other duties as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Job Requirements**

* Possession of a high school diploma
* Some experience with cultural memory organizations (libraries, archives, museums, historical societies)
* Excellent attention to detail and accuracy
* Excellent organizing skills
* Effective written and oral communication skills
* Ability to use computers and databases
* Ability to conduct oneself with tact and courtesy
* Physical ability to perform the essential functions of the job with or without reasonable accommodation.

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