Summary: The Russell Library Political Papers Internship provides hands-on experience with various aspects of archival work, including the arrangement and description of manuscript collections, digitization and metadata creation, outreach, and donor relations. The intern will be expected to work 350 hours over 10 weeks. Project assignments will involve professional-level work with significant mentoring opportunities from the faculty and staff of the Russell Library. Please contact the Robert Lay, Head of Arrangement and Description, with any questions about the internship.

About the Russell Library: The Richard B. Russell Library is one of three special collections based at the University of Georgia Libraries. It serves as a center for the research and study of modern American politics, policymaking, and advocacy, with particular emphasis on the role of Georgia at the U.S. Congress. Current collection development and programming initiatives focus on the dynamic relationship of politics, policy, and culture—generated wherever public interest intersects with government.

Job Description
The Political Papers intern reports directly to the Head of the Arrangement and Description Unit at the Russell Library, who will introduce the intern to the basics of working in archive, as well as teach the intern to use collections management software. The intern will be responsible for all phases of preserving and describing a collection of historical records, as well as additional projects if the opportunity arises. This work can include:

• Surveying the records prior to beginning the project, reviewing existing inventories, and developing a processing plan
• Working with the unit head to determine the disposition of separated and/or restricted records.
• Preparing a standards-compliant, online finding aid for the collection using ArchivesSpace

Other opportunities for development during the internship may include:

• Participating in weekly discussions with Russell Library faculty about archival issues, challenges, and practices
• Assisting with donor relations activities, such as picking up new collections and communicating with donors
• Engaging with faculty and staff from UGA’s other two special collections, the Hargrett Rare Book and Manuscript Library and the Walter J. Brown Media Archives and Peabody Awards Collection.

Qualifications:

• Enrollment in, or recent graduate of, a graduate program in library science, archival studies, history, political science, public history, or a related field
• Interest in pursuing a career as an archivist or in a related field, such as libraries, museums, history, etc.
• Ability to work independently to complete projects as assigned.

Hours: The intern will work between 8:00am and 5:00pm, Monday through Friday.