

# **ARCHIVES/AUDIOVISUAL AIDE INTERNSHIP**

**Note: This is an unpaid position**

**TITLE OF POSITION:** Archives/Audiovisual Aide

**PURPOSE OF JOB:** Assist archives and audiovisual staff with basic archival functions such as processing, preservation, reference and general archival work. This work is performed in textual and audiovisual material. Objective is to assist in increasing availability of research material.

## **DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:**

1. Maintain proper care and maintenance of all documents handled.
2. Photocopying and filing.
3. Create & prepare descriptive information on textual and/or audiovisual material (indexes, catalogs, finding aids, photos, negatives, folders, etc.).
4. Data entry.
5. Prepare textual and/or audiovisual material for preservation work, including re-foldering, sleeving and re-boxing.
6. Attend orientation sessions and complete training readings.
7. Communicate regularly with assigned supervisor as to concerns, issues, or ideas arising from current project.
8. Participate in reviews within archives of assignments prior to extension, reassignment, or completion.
9. Ensure the goals and policies of the archives and Library are promoted and adhered to.
10. Prepare material to go to an offsite lab.
11. Refile photos and negatives.
12. Assist staff in responding to textual and/or audiovisual reference requests from staff or outside sources.

## **COMMITMENT REQUIRED:**

A minimum commitment of four hours per day or 135 hours if student is receiving school credit is required. Internship opportunities will be available Monday - Friday; 9:00 a.m. - 4:30 p.m. There are no weekend or evening opportunities for this position.

## **QUALIFICATIONS NEEDED:**

- Must be age 18 or older
- Basic computer skills and/or good handwriting helpful
- Flexible to changing situation
- Reliable, responsible
- Able to work independently as well as in a group environment
- Able to accept supervision
- Interest in History
- Ability to perform repetitive tasks and detail oriented
- Good organizational skills

**TRAINING/ORIENTATION PROVIDED:**

Since the duties performed are varied, training and work assignments are both designed to meet the individual requirements of the task to be accomplished. Training is provided on-the-job by the Carter Library's Archives or Audiovisual staff.

Basic reading material on the Carter presidency and archives work is additionally provided.

**LOCATION OF JOB:**

The Jimmy Carter Library and Museum, Atlanta, Georgia

**INTERN BENEFITS:**

Knowledge about Jimmy Carter, the Library and Museum, and the educational aspects offered to visitors through a variety of programs/exhibits; discount prices in the museum gift shop; invitations to special events; free parking; free admission to the museum for you and your immediate family; work with original and unique historical documents.

\*\*\*Please submit an [internship form](#), a copy of your resume and a short essay: approximately 250-500 words stating your interest in archival work, your objectives and expectations and how these relate to your future goals.