

Unpaid Digitization Internship Opportunity at the National Archives at Kansas City

The National Archives at Kansas City is seeking applicants for an unpaid internship focusing on digitization projects. The Digitization Internship is open to a currently enrolled undergraduate or graduate student in history, public history, library and information science, archives management, education, social sciences, or related fields. All work associated with this specialized unpaid internship will focus on the digitization of documents for the purposes of public accessibility and information preservation.

The qualified applicant for the unpaid Digitization Internship will be proficient in the Microsoft Office Suite software, especially Excel, as well as Microsoft Picture Manager and other picture editing software. The applicant will have substantive experience with the general operation of digital scanners and digital cameras; the ability to work independently; a keen attention to detail; the fine manual dexterity required to perform effective cropping; and strong written and verbal communication skills. All equipment and training will be provided on site by the National Archives at Kansas City, where all work will be performed.

The unpaid Digitization Internship will comprise 120 to 160 hours. The intern coordinator will work with the intern to establish a work schedule that accommodates the intern's class schedule and other commitments; however, minimum shifts of 4 hours will be required. Duties will include the digitization of photographs, loose sheets, and bound volumes, using a digital scanner or a digital camera as appropriate; cropping, naming, and organizing the images; and checking the quality of all work.

Applicants for the unpaid Digitization Internship should submit the following items:

- A resume detailing educational and work experience
- A copy of his or her official transcript(s)
- A letter of recommendation from a faculty member
- A letter indicating why the applicant wishes to undertake the unpaid Digitization Internship

Once all the application materials are received and reviewed, a personal interview will be scheduled, which can be done in person or via telephone. One intern will be accepted for this specialized internship at this time.

Send application materials to:

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400 West Pershing Road
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