

# Unpaid Internship Opportunities

The National Archives at Kansas City selectively offers unpaid internships to students currently enrolled in undergraduate- and graduate-level programs such as history, library and information science, social sciences, museum studies, and related disciplines. Unpaid interns are provided with a broad-based introduction to the archives field.

Unpaid interns work with archives staff while gaining experience with a variety of tasks, including describing holdings; performing basic preservation measures; preparing finding aids and indexes; creating educational and promotional materials; providing reference services on textual and audiovisual materials to the public; and learning about archival exhibits, records management, and the archives profession.

We ask that unpaid interns give a minimum of 120 hours of service, which is usually accomplished by working three 40-hour weeks. Some flexibility in the schedule is possible to accommodate classes and work.

Overall qualifications for unpaid interns include:

- Current enrollment in an undergraduate or graduate degree program
- Good organizational skills
- An orientation to detail
- Excellent communication skills
- Good writing skills
- Ability to work independently and effectively given a limited time frame
- Ability to balance multiple tasks
- Dependability and punctuality
- Good computer skills

## How to Apply

Unpaid internships can be arranged any time during the year, and there are no application deadlines. Each student interested in participating in the National Archives at Kansas City unpaid internship program should submit the following items, which will be considered their application:

- 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 student wishes to undertake an unpaid internship at the National Archives at Kansas City

Once all the application materials are received and reviewed, a personal interview will be scheduled. The interview can be done in person or via telephone.

**Send application materials to:**

Joyce Burner  
Archivist  
Telephone: 816-268-8012  
E-mail: [joyce.burner@nara.gov](mailto:joyce.burner@nara.gov)

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