

# Internship in Description & Access, Archival Materials Cataloging

Are you interested in seeing more "behind the scenes" work at the Ransom Center? Interested in learning how material comes in and what happens to get it into shape for researchers? Want to learn what an archivist does and how we contribute to all of the work that happens in other Ransom Center Departments? If so, consider working with the archivists in the Archives Materials Cataloging Department and help identify, prepare, describe, track, and transfer archival materials.

Materials you may work with include sound recordings, moving image, literary manuscripts, electronic records, and other archival materials.

## Learning outcomes:

### Interns will learn:

- The operations of a special collections archival processing department
- How to work in a professional setting
- How to handle manuscripts, photographs, film, sound recordings, and other collection materials
- How to organize collection materials and supporting documentation
- How to create descriptions for collection materials using local and national archival standards

### Possible tasks/responsibilities:

- Assist in processing archival materials, including arrangement, housing, and description
- Assist in conservation inspections of newly acquired materials
- Assist in data entry for description and tracking of archival materials

### Preferred Qualifications:

- Interest in Literature, History, Film, or Performing Arts
- Willingness to learn and try new things
- Attention to detail
- Strong time management and commitment to keeping a regular work schedule
- Comfortable using Microsoft Word, Excel, etc.
- Good verbal and written communication skills
- Ability to work collaboratively and alone to further projects
- Ability to lift and move boxes up to 30 lbs

### Example future career fields:

Archivist, Special Collections Librarian, Independent Researcher, Curator