



Internship in Reference

Inclusive Research Guides

Work closely with the Ransom Center's collections as you help to assemble inclusive research guides. These guides will help researchers and staff locate often overlooked voices, with a particular focus on a Native American Studies Research Guide, a Disability and Illness Research Guide, and an African-American Studies Teaching Collection. Hit the stacks and familiarize yourself with finding relevant collection materials, conducting research in the collections, and learning about collection practices and legacies.

As a Reference intern, you will assist with the construction of research guides--from formatting the guides to scouting relevant collections to curating particular noteworthy images. You will work alongside the Reference Graduate Research Assistants (GRAs), graduate students at UT who have two-year appointments at the Harry Ransom Center.

Interns will learn how to:

- Function as a professional within a library-archive-museum environment.
- Safely handle rare books, manuscripts, photographs, and other collection materials.
- Increase their awareness of current and practical issues and trends in archival practices for cultural heritage institutions.
- Conduct research in an archive.
- Write culturally sensitive, public-facing descriptive text about collections.

Possible tasks/responsibilities:

- Conduct research in the collections.
- Compile research notes and update research guide(s).
- Select materials for inclusion in the research guide(s).
- Present your work to HRC staff at the conclusion of your internship.

Preferred Qualifications:

- Time management and organizational skills
- Interest in conducting research
- Ability to work independently
- Excellent verbal and written communication skills
- Microsoft Word, PowerPoint, Excel, Google Doc
- Example career fields: Special Collections Librarian, Museum Educator, Teacher, Professor, Historical Researcher, Curator, Advocacy/Non-profit Careers.