



HARRY RANSOM  
CENTER

The University of Texas at Austin

# 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 the Ransom Center? 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 will work with include Sound Recordings, Moving Image holdings, Literary Manuscripts, and other archival materials.

## **Learning outcomes:**

Interns will learn:

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

## **Possible tasks/responsibilities:**

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

## **Preferred Qualifications:**

- Attention to detail
- Interest in Literature, History, and/or other Humanities
- Strong time management and commitment to keeping a regular work schedule
- Comfortable in Microsoft office and html/xml markup
- Good verbal and written communication skills
- Ability to work collaboratively and alone to further projects
- Ability to lift and move boxes up to 40 lbs

## **Example future career fields:**

Archivist, Special Collections Librarian, Independent Researcher, Curator