

Internship in Technical Translation and Public Service

This position translates technical documents and instructions from English into Spanish in order to expand and diversify services of the Ransom Center's Reading and Viewing Room. The goal is to increase accessibility of forms and policies related to viewership of the Center's collections for Spanish-speaking patrons who are visiting for research and knowledge.



Learning outcomes:

Interns will-

- Provide translated instructions for Spanish-speaking patrons
- Aid in the creation of an accommodating environment working toward inclusivity
- Increase awareness of current and practical issues regarding language and accessibility within cultural heritage institutions
- Learn how to function as a professional within a library-archive-museum environment

Possible tasks/responsibilities:

- Translate policy, forms, and informational documents related to accessing materials for patrons of the Reading Room and remote researchers
- Assist in translation of web pages on the Center's website
- Possible chance of translating popular finding aids within the collection
- Work closely with Reading Room staff to provide a welcoming bilingual environment
- Assist in verbal translation for Spanish-speaking patrons
- Related public service functions
- Other duties as assigned

Preferred Qualifications:

- Fluency/Bilinguality in the English and Spanish language
- Major in Spanish or similar discipline
- Written and Verbal Communication
- Understanding of English/Spanish Grammar
- Interpersonal Communication
- Accuracy & Attention to Detail
- Microsoft Office and Adobe Suite Proficiency
- Knowledge or willingness to work on web design/ interpretation on website
- Ability to Meet Deadlines

Example future career fields:

Translator, Visitor Services, Museum Educator, Consulting, Language Teacher, Librarian