**The Ohio History Connection’s mission is to *spark discovery of Ohio’s stories.***

**Embrace the present, share the past and transform the future.**

Job Title: Archival Intern

Division: Cultural Resources Division

Department: Curatorial, Manuscripts & Audiovisual Team

Location: Ohio History Connection, Archives & Library, Third Floor of Ohio History Center

Start Time: Preferred start time September 2022 for up to 12 weeks.

Job Summary (Under 4000 Characters):

Over the course of an academic semester intern will assist team to catalog the Warren G. Harding Presidential Papers and process other archival collections as assigned. This position requires work on site at the Ohio History Connection headquarters in Columbus, Ohio. Schedule is flexible, but hours working on site must be Monday – Friday between 9 AM and 5 PM for 8-16 hours per week.

Job Duties (Under 4000 Characters):

* Re-housing and labeling materials in archival boxes and folders.
* Creating spreadsheets of box and folder data to load into the Archives Space collections management system.
* Write at least one blog post for the Ohio History Connection History blog.
* Attaching appropriate authority controlled headings to folder level records in the Archives Space collections management system.

Education and/or Degree Required:

Current graduate student in a Library Science or Public History program preferred.

Experience Required:

Coursework in archival cataloging, description and access or metadata preferred.

Skills/Qualifications:

* Interest in working with historical collections.
* Computer skills, including experience using spreadsheets and database programs.
* Experience re-housing and labeling archival materials or strong interest in learning.
* Prior instruction or experience formulating and applying Library of Congress Subject Headings to archival or library materials or strong interest in learning.
* Self-directed and flexible.
* Attention to detail.
* Able to focus while performing repetitive tasks.
* Ability to communicate orally and in writing.
* Ability to work cooperatively with others, provide feedback, and utilize feedback from managers and co-workers.
* Comfort asking questions to clarify instructions when needed.
* Curiosity to learn new skills and welcome new opportunities.

Brief Compensation:

$15 per hour; current students are also welcome to use this internship for academic credit if it meets the requirements of their program of study.

Paid Hourly or Paid Salary: Hourly

Brief Benefits list:

* Can potentially fulfill graduate internship requirements.
* Hands on experience handling archival material.
* Real world experience using the ArchivesSpace collections space management system.
* Demonstrable knowledge of Library of Congress Subject Headings and DACS archival description standard.
* Understanding of arrangement, description and preservation decisions for archival collections.
* Learn the operations of the Ohio History Connection Archives & Library through interaction with staff and participation in meetings.

Notification Contact: Lisa Wood (she/her), Audiovisual Curator, lwood@ohiohistory.org

Interviewing Contact: Lisa Wood (she/her), Audiovisual Curator, lwood@ohiohistory.org

Application Instructions

To apply, visit www/ohiohistory.org/jobs and use the Applicant Tracking System to apply. Please include resume, cover letter, and applicable application materials. For questions and accommodations, please email applicant@ohiohistory.org or call 614-297-2500.