



# ARKANSAS State Archives

*An agency of the Department of Arkansas Heritage*

## ARCHIVAL EDUCATION PROGRAM INTERNSHIP

- I. **General Overview:** The Arkansas State Archives (ASA) was created by the Arkansas General Assembly in 1905 to preserve official state records and historical materials pertaining to Arkansas and its people. The ASA holds the largest publicly accessible collection of print, manuscript, media, and digital material relating to Arkansas and its people. Holdings include more than 36,000 books and journals, 60,000 reels of microfilm, 5,000 maps, 20,000 cubic feet of state records and manuscript collections, 500,000 images, and almost four terabytes of electronic records.

The Archival Education Program intern will assist in the creation of lesson plans based on resources held by the ASA, and in planning educational programs for the K-12, college and university students.

The internships are available to current students, recent graduates, and professionals wishing to gain experience with historical research and public service in an archives setting. While the internship program is available to students regardless of major, the archival education program internship offers exceptional opportunities to students in public history, history, archives, and social studies education.

All applicants must submit a current resume and a cover letter describing their interests and abilities as they pertain to the specific internship for which they are applying.

II. **Scope of Work:**

- Assist with researching topics for use in lesson plans
- Assist with choosing primary source materials for use in lesson plans.
- Assist with writing and editing lesson plans.
- Assist with planning and execution of teacher professional development programs and teacher workshops.
- Assist with student group visits to the ASA

**III. Required Qualifications:**

- Strong writing and editing skills
- Ability to use standard office software: Word, PowerPoint, e-mail, and Excel
- Strong research skills
- Interest in Arkansas history and culture
- Some knowledge of curriculum design and/or lesson plan development

**IV. Working Hours:**

- Up to 12 hours per week – conditional to the nature of the work assigned; schedule will be based upon the availability of the intern.
- Internship will be offered for the entire year, but may be offered in spring, fall, and/or summer as dictated by intern availability and schedule.

**V. Location of Work:**

Arkansas State Archives  
One Capitol Mall  
Little Rock, AR 72201

**VI. Intern Supervision:**

- The Archival Assistant for Education acts as supervisor for this internship. This position reports to the Archival Manager for Outreach at the ASA.

**VII. Intern Evaluation:**

- The Archival Assistant for Education, in conjunction with the Archival Manager for Outreach, serve as evaluators for this internship. Work will also be reviewed by the State Archives director/State Historian.

**VIII. Application Process:**

Please include the following materials with your completed DAH application:

1. A current resume.
2. A one-page cover letter.
3. Copy of most recent official college transcript(s).
4. Name and phone number of three (3) references that can attest to your character, work ethic and career intentions.

Submit completed DAH application form and materials via email to:

Debbie Biggs, DAH Personnel Manager  
[debbie.biggs@arkansas.gov](mailto:debbie.biggs@arkansas.gov)