



# ARKANSAS State Archives

*A division of the Department of Arkansas Heritage*

## ARCHIVAL PROCESSING 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's holdings comprise the largest collection of Arkansas newspapers, photographs, state agency records, military records, land records, county records, and manuscripts in the state. The majority of the holdings date from the territorial period to the early 1970s, while more modern records are added to the collection regularly. Over half a million photographs, three thousand newspapers, 75,000 military records, four thousand manuscript collections, three thousand maps, 51,000 land records, and 26,000 books and publications form the bulk of the archives. Thousands of other records, including state, county and municipal records round out the substantial resources available to the public for research.

The internships are available to current students, recent graduates, and professionals wishing to gain more experience. While the internship program is available to students regardless of major, the archival processing internship offers exceptional opportunities to students in archives, public history, history and museum studies, and related disciplines who wish to gain first-hand experience in archival arrangement and description.

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:** Archival processing interns assist the Archival Manager for Collections and Records with projects including: conducting preliminary inventories of newly acquired state records and historical collections; arranging and describing records and historical materials based on established professional standards; and entering descriptive information into agency databases. Interns will catalog, store and may conduct basic preservation activities on a variety of formats of material, including paper, photographs and multimedia.

**III. Required Qualifications:**

Study in the field of archives, library science, public history, history or a related field. Candidates will also possess basic computer skills, an interest in archival arrangement and description and preservation work, and the ability to lift 40 pounds.

**IV. Working Hours:**

Internship hours will be based on the supervisor's and the student's schedules. If the educational institution authorizes course credit, the ASA has a specific agreement for this purpose. Normally, academic internships are five to twelve week sessions, with the student working a total of 180 hours. The Arkansas State Archives is open 8:00 am - 4:30 pm Monday through Saturday.

**I. Location of Work:**

Arkansas State Archives  
One Capitol Mall  
Little Rock, AR 72201

**III. Intern Supervision:** The Collections and Records Manager will supervise this position.

**IV.**

**V. Intern Evaluation:** Complete the required forms from the student's school for this process.

**v. 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)