



ARKANSAS State Archives

A division of the Department of Arkansas Heritage

MICROFILM ASSISTANT 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. In 1957, the agency began a program to microfilm the substantial number of Arkansas newspapers it had collected. The agency maintains the microfilming program to this day. The ASA's total newspaper film holdings include an estimated twenty million pages, amounting to 22,693 reels of almost 1,800 titles representing all seventy-five counties in the state. Presently, the ASA acquires and films 131 publications representing sixty-six Arkansas counties. The ASA is the only institution in Arkansas that microfilms Arkansas publications. College and university libraries, public libraries, county officials, and local historical societies rely on the ASA as the source of copies for their users and communities.

The internships are available to current students, recent graduates, and professionals wishing to gain experience with filming contemporary and historical materials. While the internship program is available to students regardless of major, the microfilm assistant internship offers exceptional opportunities to students in public history, history, journalism, library science, and archives who wish to gain experience with filming and increase their knowledge of the state's press.

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 retrieving, sorting, preparing Arkansas publications for microfilming
 - Assist with microfilming Arkansas publications
 - Assist with management of the film vault and research room film cabinets
 - Conduct research on history of Arkansas newspapers and publishers for catalog information
 - Contact publishers to obtain missing or back issues, or solicit new publications

III. Required Qualifications:

- Good eye to hand coordination
- Written and verbal communication skills
- Basic math skills
- Ability to lift 30 pounds
- Computer skills, familiar with Microsoft Access and Word

IV. Working Hours:

- Flexible hours, 6-10 hours per week, Monday through Friday between 8:00-4:30.
- Will take interns for any semester, including summer semesters

V. Location of Work:

Arkansas State Archives
One Capitol Mall
Little Rock, AR 72201

VI. Intern Supervision: The Archival Technician in charge of shipping and receiving acts as supervisor for this internship. This position reports to the Archival Manager for Imaging and Preservation.

VII. Intern Evaluation: The Archival Technician in charge of shipping and receiving, in conjunction with the Archival Manager for Imaging and Preservation, 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