



ARKANSAS State Archives

A division of the Department of Arkansas Heritage

DIGITIZATION 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 Digitization intern will assist in the digitization of historical materials and the creation of cataloging records (i.e., metadata); and will work with the ASA's online digital content management system to create online collections.

The internship is available to current students, recent graduates, and professionals wishing to gain experience with digitization in an archives setting. While the internship program is available to students regardless of major, the digitization 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 locating and identifying historical materials to add to new or existing online digital collections
 - Assist with scanning historical materials
 - Assist with compiling metadata about the digitized materials
 - Assist with uploading digitized materials and metadata to the Arkansas State Archives' online digital collections or into the state archives' Preservica digital preservation system

III. Required Qualifications:

- Strong writing and editing skills
- Basic computer skills
- Familiarity with scanning equipment
- Strong research skills
- Interest in Arkansas history and culture
- Experience with transcription of handwritten documents or letters

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 Digital Archivist acts as supervisor for this internship. This position reports to the Archival Manager for Technology and Access.

VII. Intern Evaluation: The Archival Manager for Technology and Access, in conjunction with the Digital Archivist, 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