

The First Unitarian Church of Orlando is seeking an energetic, creative, and organized Collections Management Intern (10-12 hours per week for 15 weeks, totaling 150-180 hours at the end of the semester, for 3 hours credit).

Candidates should be of Junior/Senior or higher status with major coursework towards a degree in History or Public History, and MUST receive educational credit.

The selected intern will be asked to submit a resume and complete an on-site interview with the Church Archivist prior to the start of the internship.

Qualified candidates can send their resumes via email to Joanne Wojtyto at mjoannewojtyto@gmail.com or mail to:

Joanne Wojtyto
c/o Collections Management Internship
First Unitarian Church of Orlando
1901 East Robinson Street
Orlando, FL 32803

POSITION DESCRIPTION:

Intern will work under the guidance of the Church Archivist at the First Unitarian Church of Orlando. Intern will focus on First Unitarian's historical records dating back to 1912. Duties will include:

- Basic processing and preservation of materials
- Basic research on the standard care and management of newspapers, photographs, and documents.
- Devising a plan for storage of the collection
- Organizing, arranging, and helping to create finding aids for the collection
- Researching individuals instrumental in First Unitarian's history
- Researching the history of the First Unitarian Church of Orlando

At the end of the semester, the intern will present an overview of First Unitarian's historical records, including an inventory, and show an understanding of basic archival practices.

Mid-term and end-of-term evaluations will be done by the First Unitarian Archivist and sent to the professor.

Minimum Requirements:

- Knowledge of Microsoft Word and Excel
- Strong research and writing skills
- Ability to lift a minimum of 40 pounds