



Archival Processing Intern

The GLBT History Museum of Central Florida is seeking an archival processing intern to assist with processing the Museum's archival collection.

The intern will assist with preservation efforts by re-housing sections of the museum's collection and creating appropriate finding aids. The intern will learn valuable techniques in archival processing and collections management while contributing to central Florida GLBT history.

The intern should plan on committing 10-12 hours per week, for a total of 150-180 for the term. The internship counts for 3 hours of college credit. Dr. Rosalind Beiler at the University of Central Florida will be the on-site supervisor for interns and provide mid- and end-of-term evaluations.

To be considered for the position, contact Dr. Rosalind Beiler at: Rosalind.Beiler@ucf.edu or 407-823-6467.

Duties will include, but are not limited to:

- Organizing and re-housing archival documents and materials
- Creating a finding aid
- Applying best practices in conservation while sorting through materials

Qualifications:

- Undergraduates must have completed 12 credit hours in history and have a 3.0 or higher GPA
- Undergraduates who have completed History and Historians are preferred
- Graduate students who have completed Introduction to Public History are preferred
- Good organizational skills
- Ability to work independently with minimal supervision
- Flexibility and a positive attitude