

## **Editorial Assistant Intern Job Description**

**Department:** *The Papers of William F. Cody*

**Intern Title:** Editorial Assistant

**Overview:** This internship will support the routine editorial tasks undertaken by the staff of *The Papers of William F. Cody*, including fulfillment of a National Endowment for the Humanities grant by rendering documents and ephemera from Buffalo Bill's Wild West in Europe during three European tours during the period from 1887 through 1906.

**Level of Responsibility:** Reports to *Papers'* Managing Editor and/or Assistant Managing Editor.

**Specific Duties / Responsibilities:**

- Process selected electronic text documents and ephemera, including transcription and proofing.
- Conduct research on persons, places, and events relevant to documents and ephemera, including Native Americans in Buffalo Bill's Wild West.
- Collect online archival newspapers for processing.
- Add data to items appearing in the working online database in preparation for online publication on [www.codyarchive.org](http://www.codyarchive.org).
- Assist in scanning archival material held in McCracken Research Library, including Buffalo Bill's Wild West scrapbooks and memorabilia.

**Qualifications:** Intern applicants should show an ability to work independently and to attend to details of the project. Good organizational skills and technical ability are required. Applicants with an interest in history or museum studies are preferred.

**Institutional Goals and Benefits:** Fulfillment of this internship will advance the specific goals of *The Papers of William F. Cody* to edit and publish material related to the transnational cultural legacy of Buffalo Bill's Wild West and Congress of Rough Riders of the World as well as the American Indian perceptions of Europe and European perceptions of the American West. These contributions will advance the following strategic institutional goals:

- Expand the Center's reputation through original scholarship, initiatives, and partnerships enhancing knowledge of the American West.
- Compellingly tell the Story of the American West to attract, engage, inform, and inspire diverse audiences.
- Leverage emerging technologies to reach and engage twenty-first-century audiences.
- Energize the extraordinary range of staff, volunteer, advisor, and trustee talents to advance the Center's mission.