

## **Researcher, Transcriber, and Data Manager Intern Job Description**

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

**Internship Title:** Researcher, Transcriber, and Data Manager Intern (2018)

**Overview:** This internship is sought for the purpose of support of day-to-day tasks incurred by the staff of the *Papers of William F. Cody*, including a grant from the National Endowment for the Humanities in 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 and 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 the 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 the details of the project. Good organizational skills and technical ability are required for this position. Preferred: Applicants with an interest in history or museum studies.

### **Institutional Goals and Benefits:**

- This internship will help to advance the Center's mission and the specific goals of the *Papers of William F. Cody* to edit and publish materials to the transnational cultural legacy of Buffalo Bill's Congress of Rough Riders of the World as well as the American Indian perceptions of Europe and European perceptions of the American West.