

Records Management Intern Job Description

Department: McCracken Research Library

Internship Title: Records Management Intern (2019)

Overview: This internship introduces the student to the challenge of managing long term business records in a museum setting. The project consists of inventorying, arranging, and digitizing the departmental and institutional records currently housed by the McCracken Research Library at the Buffalo Bill Center of the West. This collection includes various formats including magnetic tapes, floppy discs, hard drives, papers of various dimensions, blueprints, and photographic slides, negatives, and prints. All related collections housed in the McCracken Research Library vaults will be available for reference.

The intern will be responsible for viewing the current retention schedule and working on its revision, organizing the records deposited by the departments into the corporate archives, and creating and adding to a working inventory in conjunction with the Archivist. The intern will digitize the materials using several digital scanners, video and audio players, as well as floppy disc readers. The digital versions will be made available to staff via an internal computer network, and possibly through CONTENTdm software. There will be some metadata creation to describe the materials. The intern may also be responsible for identifying and logging items in need of conservation.

Level of Responsibility: Reports to Archivist

Specific Duties and Responsibilities:

- Inventory and consolidate duplicate materials for past and present records of the Buffalo Bill Museum, Buffalo Bill Historical Center, and Buffalo Bill Center of the West in Cody, Wyoming and its subsidiary departments.
- Digitize materials on a priority basis using scanners, video and audio cassette and tape players, and floppy and hard disc readers.
- Arrange digital scans according to scheme to be determined by intern, Archivist, and Administrative and Compliance Manager.
- Flag items in consideration for disposal, and communicate with department heads and archivist about what needs for retention exist.
- Re-house items currently without housing (if being retained).
- Report what materials are still in need of digitization, cataloging, etc. at end of internship period.

Qualifications:

The qualified intern should show a willingness to learn, communicate, collaborate, an ability to work independently, and to attend to the details of the project. Good organizational skills and some technical ability are also important to the position. Prefer a student with an interest in history, archives, records management, library science, or museum studies pursuing their bachelor's or master's degree. Previous records management, or archival experience preferred.