

Researcher, Transcriber, and Data Manager Intern Job Description

Department: The Papers of William F. Cody

Internship Title: Researcher, Transcriber, and Data Manager Intern (2019)

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 the fulfillment of a grant from the National Endowment for the Humanities (NEH) 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

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 Lakota performers 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;
- 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 the details of the project. Good organizational skills, writing skills, proofreading skills, proven research skills, and experience with database entry are required for this position. Preferred: Applicants with an interest in history or museum studies.

Institutional Goals & 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 material related 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.