

INTERN JOB DESCRIPTION

Summer 2024

Library & Archives Intern

Date: January 5, 2024

Title: Library & Archives Intern

Department: McCracken Research Library

Position Reports To: Archivist Cassandra Day

Status: Non-exempt / Full-time

Summary: To assist with processing manuscript and photographic collections in the McCracken Research Library. Will also include work in other library areas, including serving patrons in the Reading Room, assisting with oral history interviews and transcriptions, answering reference questions, and assisting with production of special exhibitions.

Job Duties:

- Arrangement and description of backlog of unprocessed MRL archival collections.
- Rehousing, inventorying, and documenting incoming acquisitions.
- Enhance existing metadata of records using CONTENTdm and ArchivesSpace. This may include editing existing or creating new cataloging records of archive collection items.
- Digitization for preservation and access.
- Serving patrons in the Reading Room during the busy summer season.
- Assisting with oral history interviews and cleaning up interview transcriptions.
- Researching and answering reference questions.
- Support for implementing special exhibitions.

Competencies:

- A demonstrated interest in the history of the American West.
- Knowledge of current archival practice, library science, or willingness to learn these areas.
- Ability to work independently and with others.
- Organized and detail oriented.
- Basic computer skills.
- Efficient work habits and organizational skills.
- Good communication skills, verbal as well as written.
- Positive professional demeanor.

Supervisory Responsibilities:

- None

Required Education and Experience:

- Enrollment in a graduate program in public history, history, library science, archival studies, museum studies, or an allied field; or, no more than one year post-graduation.
- Some experience working in an archive, library, museum, or other cultural heritage institution strongly preferred.
- Coursework in archives or library science preferred.

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

- Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting			X	
Standing		X		
Walking		X		
Bending Over		X		
Crawling				X
Reaching		X		
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling			X	
Lifting/Carrying				
10lbs or less			X	
11lbs to 25lbs			X	
26lbs to 50lbs		X		
51lbs to 70lbs				X
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision		X		
Color Recognition			X	
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		X	
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations			X
Working with Chemicals/Detergents/Cleaners		X	
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces			X
Motorized Equipment or Vehicles		X	
Working with Machinery/Motorized Equipment		X	
Climbing on Scaffolds or Ladders	X		