



### **PURPOSE:**

South Arts seeks an Archives Intern responsible for digitization, organization, and cataloging of photographs, documents, and other ephemera representing South Arts traditional arts programs and initiatives since 1980. South Arts internships/practicums are developed to connect the learning goals of students with hands-on experiences and training. Students will be trained and supervised primarily by one or two South Arts staff members and, when possible, will interact with other staff.

### **SCHEDULE:**

- Approximately six weeks during Summer 2022
- 80 hours total (schedule TBD and agreed upon by supervisors)
- Work to be completed in person in South Arts offices in Atlanta, GA
  - South Arts COVID-19 protocols must be followed at all times, including maintaining social distancing of six feet or more with other staff, washing and sanitizing hands often and thoroughly, and wearing a mask when moving about the office away from the intern's individual workspace, especially in common areas such as the kitchen and workroom. (The Archives Intern will receive training in complete South Arts COVID-19 protocols.)
- Suggested start date: **June 1, 2022**
- Suggested end date: **July 31, 2022**
- Additional time off from the SA internship would need to be approved by the intern supervisor(s)
- Program/work Supervisor(s): Teresa Hollingsworth, Director, Traditional Arts (primary) and Ellie Dassler, Assistant Director, Traditional Arts (secondary)

### **RESPONSIBILITIES:**

- Digitization of photos, records, and ephemera with the use of a scanner.
- Processing the digitized materials, including ensuring alignment with existing file naming conventions, organization within Microsoft SharePoint, and creation of metadata, when relevant.
- Development of a Finding Guide for South Arts internal use.

### **EDUCATION:**

- Graduate student or recent graduate in library sciences, history, anthropology, American studies, or related program is preferred.
- Undergraduate student entering or completing their senior year may also apply.

### **REQUIREMENTS:**

- Excellent written and oral communication skills.
- Highly organized with strong attention to detail.
- Interest in and passion for cataloging and preserving historic documents, photographs, etc.
- Interest in folklore/folklife and/or public-sector arts and cultural programming/administration a plus.
- Basic knowledge of Microsoft Office; knowledge of Microsoft SharePoint a plus.
- Basic understanding of Adobe Photoshop.
- Work/volunteer experience related to library sciences, archives, digitization, or document and photograph preservation a plus.
- Ability to lift 15 lbs. and carry for short distances (for movement of archival boxes within South Arts offices).



**COMPENSATION:**

South Arts will provide the Archives Intern with:

- A stipend of \$1,000
  - 50% (\$500) to be paid 30 days after start date.
  - 50% (\$500) to be paid after completion of internship.

If appropriate, the Archives Intern may also earn degree credit. If earning credit, the intern must provide the Supervisor with the necessary paperwork in a timely manner.

**LEARNING GOALS:**

- The Archives Intern will benefit from exposure to a small archive and experience with the beginning stages of document digitization and preservation.
- The Archives Intern will learn about the scope and depth of programming of a regional traditional arts program.
- The Archives Intern will also have the opportunity to connect with arts administration professionals working at a regional arts organization.

**TO APPLY:**

Send the following information via email to Ellie Dassler, Assistant Director for Traditional Arts, [edassler@southart.org](mailto:edassler@southart.org):

- Cover letter
- Current resume/CV
- Names and contact information for three references.

**APPLICATIONS DUE:** May 16, 2022.

**DISCLAIMER:**

Interns are not employees of South Arts and are not eligible for benefits or worker's compensation.

**EQUITY STATEMENT:**

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.