



SUMMER 2023 TRADITIONAL ARTS/ARCHIVES INTERNSHIP

PURPOSE:

South Arts seeks a Traditional Arts/Archives Intern for an in-depth learning experience working with South Arts traditional arts staff and related programs. The Traditional Arts/Archives Intern's primary responsibilities will include digitization, organization, and cataloging of photographs, documents, and other ephemera representing South Arts traditional arts programs and initiatives since 1980. The intern will also have opportunities to engage with the Folklife in the South gathering, South Arts' traditional arts grant programs, and South Arts' communications staff. South Arts develops internships/practicums 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 ten weeks during Summer 2023
- Approximately 25 hours per week (schedule TBD and agreed upon by supervisors)
- Intern is expected to work in person in South Arts offices in Atlanta, GA, two days per week
 - South Arts COVID-19 protocols must be always followed, 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 Intern will receive training in complete South Arts COVID-19 protocols.)
 - Option to fulfill in-person work requirements on a weekly basis or in a shorter, concentrated period (to be agreed upon by supervisors)
- Additional work to be completed remotely
- Suggested start date: **May 22, 2022**
- Suggested end date: **July 31, 2022**
- Additional time off from the Traditional Arts internship will need approval from the intern supervisor(s)
- Program/work Supervisor(s): Teresa Hollingsworth, Director, Traditional Arts (primary) and Ellie Dassler, Assistant Director, Traditional Arts (secondary)

PRIMARY 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 South Arts' archival/digital asset management system, and creation of metadata.
- Development of a Finding Guide for South Arts internal use.

Additional responsibilities include:

- Assist with preparations for the 2023 [Folklife in the South](#) (FITS) gathering, June 8-10, 2023, at Lake Guntersville State Park, Guntersville, Alabama.
- Attend FITS to assist with gathering administration, as needed.

S O U A R T S H

- South Arts will provide funding for the Intern's travel, registration, and lodging in a double-occupancy room at Lake Guntersville State Park for the FITS gathering. For hourly pay, the Intern may consider each day of the FITS gathering a typical eight-hour workday.
- Assist with administration of traditional arts grant programs, such as [In These Mountains: Project Grants](#).
- Create content for social media (see [instagram.com/southartstradarts](https://www.instagram.com/southartstradarts))

EDUCATION:

- Graduate student in American studies, anthropology, folk studies, history, library sciences, or related program is preferred.
- Undergraduate students 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.
- Basic knowledge of Microsoft Office; knowledge of Microsoft SharePoint a plus.
- Basic understanding of Adobe Photoshop.
- Experience with archival software and digital asset management systems, such as [Artwork Archive](#), a plus.
- 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:

Compensation for the Traditional Arts/Archives Intern will be at a rate of \$14/hour. The intern will receive payment biweekly.

If appropriate, the Traditional Arts/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 Traditional Arts Intern will benefit from exposure to a small archive and experience with the beginning stages of document digitization and preservation.
- The Traditional Arts Intern will learn about the scope and depth of programming of a regional traditional arts program.
- The Traditional Arts Intern will connect with arts administration, public folklore professionals, and folk and traditional artists working throughout the Southeast.

TO APPLY:

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

- Cover letter
- Current resume/CV



- Names and contact information for three references.

APPLICATIONS DUE: April 28, 2023.

Cover letter, resume/CV, and references must be RECEIVED by 5:00 PM (ET) on Friday, April 28.

South Arts encourages applicants to contact us with questions more than 48 hours before the application deadline; due to the volume of requests, South Arts team members may not be able to respond to inquiries submitted after that time.

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.

South Arts is an Equal Opportunity Employer and values diversity, equity, inclusion, and accessibility. Alternate formats of this document may be obtained by contacting South Arts at 404-874-7244.