



## Center for Puppetry Arts Library/Archives Internship

### Library/Archives Internship:

#### Description:

The Center for Puppetry Arts seeks an intern to assist the Museum department with processing manuscript collections in the Nancy Staub Puppetry Research Library. This internship provides the intern with valuable hands-on experience processing collections including organization, rehousing, data entry, and creating finding aids for researchers. Internship may include multiple small projects, but will also have one major project.

The intern would work approximately 10-16 hours per week during the quarter/semester for a total of between 150 and 250 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor. This is an unpaid internship and is considered a volunteer position. Course credit may be given for the internship.

#### Desired Qualifications:

The ideal intern:

- Has a background in museums, archives, history, library science, or a related field
- Has strong research, writing, and organizational skills
- Is organized and detail-oriented
- Is able to take direction as well as work independently
- Has previous experience with archival processing (preferred)

#### The main duties of the intern will be:

- Completing one major project assigned by Collections Manager, based on intern's skill level.
- Assisting the Collections Manager in all aspects of archival processing, including: organization, preservation, and data entry
- Creating finding aids for archives collections
- Cataloging and organizing poster collection
- Other duties as assigned

#### **REQUIRED APPLICATION MATERIALS**

- Cover Letter/Letter of Interest
- Resume
- Transcripts
- Course Requirements (if applicable)

#### **PLEASE SUBMIT ALL MATERIALS TO:**

Center for Puppetry Arts  
ATTN: Internship Coordinator  
1404 Spring St. NW  
Atlanta, GA 30309



**Center for Puppetry Arts  
Library/Archives Internship**

OR

Email: [internship@puppet.org](mailto:internship@puppet.org)

In Subject Line: "Name" – "internship applying for"

Example: John Smith – 2015 Spring Archives Internship

OR

Fax application to 404.873.9907

**Please note any attachment over 10 MB may need to be sent in separate emails.**

**No Phone Calls Please: if you have questions please email Megan Montague at [internship@puppet.org](mailto:internship@puppet.org)**