



**The Archives of the Episcopal Church  
Intern Position Description  
Available Immediately**

**Project Archivist/Intern.** A paid internship is available for an archivist to contribute to a number of projects involving archival processing, description, and data preservation and access. A demonstrated knowledge of archival processing methods and data management software technology are required. The key project assignment will involve the conversion of vital legacy data to open source applications, development of metadata controls, appraisal for retention and public access, and preservation interventions.

Applicant should be able to communicate effectively both verbally and in writing, and be willing to engage closely with detailed data encoding and management tasks. Accuracy, efficiency, and time management skills are required. Successful candidate must hold, or be working toward a degree in archival studies, public history, or a related area of information management.

This opportunity has some flexibility of hours, although we seek a commitment of 20 hours per week on average for three months. Hourly compensation is highly competitive. Latest start date is May 15, but open to negotiation. Potential for continued employment beyond three month initial commitment. Please submit your resume, names of two professional references, and a short (e.g., first page of a longer work) writing sample to [dhales@episcopalarchives.org](mailto:dhales@episcopalarchives.org)

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