

## **Internship Opportunities at the City of Boise's Department of Arts and History**

### **Archives Processing Intern**

This position will assist the A&H Archivist with processing A&H's Oral History Collection, which contains 20 projects and over 200 interviews. The Archives Processing Intern will assist with cataloging individual oral history interviews, which will entail reading transcribed interviews, writing descriptions/abstracts, and entering descriptive data (year, format, extent) into A&H's content management system Re:discovery Proficio. The Archives Processing Intern will gain knowledge in:

- Arranging and describing archival materials [based on established professional standards](#);
- Entering descriptive information into the archives module of Re:discovery Proficio;
- The management and preservation of an oral history collection that contains digital-born and paper records.

The Archives Program is looking for a graduate student who is detail oriented, a proficient writer, organized, and interested in making archival materials available for research.

### **Collection Rehousing\***

This position would assist rehousing our artifact collections. They would work with the Arts & History program assistant in off-site collection storage; they'd learn how to build custom boxes, prep shelves for long-term storage, and tag items with their accession information. The primary collection is the Boise Fire Department collection, which contains interesting objects that span multiple decades. Arts & History is looking for someone that can handle artifacts carefully, is somewhat handy (Arts & History actually makes the custom boxes on site using flat corrugated board sheets), and is interested in learning about object storage.

### **Cataloger\***

This position would enter object information into our collections database. They would take object measurements and condition assessment, as well as research the items and establish a provenance with the donor. Arts & History is looking for someone that cares about details, enjoys research and data entry.

*\*There is the possibility that the same intern could be used for both opportunities.*

### **Researcher**

This position involves creating a usable research database of all the research that Arts & History has compiled over the past 8 years. Arts & History has a rough clipping file right now and would like to get it better organized and create an electronic database with searchable keywords. The end goal will be a database that we can use when assisting the public with their research requests, and a well-organized physical clipping file that the public can use in a research room (when we get the research room established). The position will also set up standards for how we file new information and update the database. In addition to this work, Arts & History will also make sure that the individual is given at least one topic to research in-depth using local repositories to add to the collection (and will gain useful research skills into local sources). Arts & History is looking for someone that enjoys research, organization, data entry, and can keep track of the details.