



Virginia War Memorial Internship Description - Archival

Spring 2021

Position: Archives Intern

The Virginia War Memorial seeks a qualified candidate for the paid position of Archives Intern. This position reports to the Archivist. Emphasis during Spring 2021 will be placed on the ongoing Oral History Project, although exposure to processing, cataloguing, and care for archival materials may be covered. This role will focus primarily on contacting potential oral history subjects, interviewing Veterans, transcribing interviews, and maintaining the Oral History database.

Responsibilities

- With the assistance of the Archivist, reach out to Virginia's Veterans to identify potential Oral History subjects
- Conduct Oral History interviews, using appropriate methods and technology
- Transcribe interviews, including writing abstracts and identifying key words
- Maintain and update Oral History database as needed
- Assist the Archivist with other identified tasks, such as cataloguing, processing, and scanning archival materials as directed.
- Assist other Virginia War Memorial departments as directed

Qualifications

- Must have or be pursuing a degree in History, Education, Museum Studies, or other related topics indicating a demonstrated interest in American Military History;
- Excellent written and verbal communication skills;
- Well-organized and methodical with attention to detail;
- Experience with spreadsheet databases, such as Microsoft Excel;
- Able to work as a team as well as independently with minimal supervision;
- Experience working with people of varying backgrounds;
- Reliable transportation;
- Ability to work remotely when required.

Benefits

Interns will receive \$1000 for 100 hours of work.

To Apply

Fill out the application page on the Virginia War Memorial website and attach an up to date resume.