Undergraduate Internship Position
WEB CONTENT WRITING

Project:
Write descriptions of the archival collections of famous and important public figures for the Gotlieb Center’s new website. The Gotlieb Center is the home of nearly 2,000 individual archival collections consisting of the papers and manuscripts from individuals who play significant roles in the fields of journalism, poetry, literature and criticism, dance, music, theater, film, television, and political and religious movements. Examples include Martin Luther King, Jr., Robin Williams, Bette Davis, etc., “Scope & Content Notes” are textual descriptions of archival collections. They help to tell the story of the archive and are extremely important in assisting researchers in locating the material they need for their projects. The intern will research each collection, review all documentation, in some cases review the material itself, and compose descriptions that will be published online. Many collections have been completed, but there are many fascinating archives yet to be described. Should a student have a particular interest in Public Health or Nursing, they may concentrate on the History of Nursing Archives collections. Student Intern may also be called upon to write short biographies of these noted public figures as well as collection descriptions.

Seeking:
A highly motivated undergraduate or graduate student pursuing studies in English Literature, Editorial Studies or a related field. Good research and writing skills required; strong work ethic a must.

Training/Supervision:
The Assistant Director for Manuscripts will oversee the internship to ensure the intern receives proper training and supervision by Archivists for the various aspects of the project. Intern will be trained to utilize legacy documentation, collection inventories, and other sources to properly research the holdings of each collection in order to write accurate and engaging descriptions. Intern will learn the Open Source software Archive Manager, which will be the portal by which all data is accessed.

Schedule:
- Hours to be scheduled within the HGARC work week, which is 9:00 am to 5:00 pm, Monday through Friday.

Deliverables:
Intern will compose textual descriptions of each collection. HGARC staff and intern supervisors will review the completed descriptions and provide correction and editorial comment. The Intern will revise the description and the final work will be published to the HGARC website. No set quota of final, publishable Scope & Content notes will be set, as collections vary considerably. Some collections consist of a single box of material, and some several hundred.