



HGARC Undergraduate Internship Position
CAS IN250, Work and Identity

Position:

WEB CONTENT WRITER – BIOGRAPHIES

Updated:

October 12, 2017

Description:

Write biographical descriptions of famous and important public figures for the Gottlieb Center's new website.

The Gottlieb 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. "Biographical Notes" are textual descriptions of individuals whose papers (or archives) are housed at the Gottlieb Center and provide explanations or significant information that helps researchers understand a person's life or career. Not only does this help distinguish among notable individuals of the same name, this narrative account of a person's life and work helps to identify the context of their papers/archives.

Seeking:

A highly motivated undergraduate student in the College of Arts & Sciences with good research and writing skills required; strong work ethic a must.

Training/Supervision:

An Archivist 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 collection inventories, reputable online sources, and other means to properly research the life and career of assigned individuals in order to write original, accurate and engaging descriptions. Intern will learn to use 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 5:00pm, Monday through Friday.

Deliverables:

Intern will compose textual biographical descriptions of each collection, as assigned. 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 biographical notes will be set, as collections vary considerably.

How to Apply

Please apply online at <http://www.bu.edu/casprograms/programs/internships>