



## Lawrence County **ARCHIVE INTERN**

### **Job Description:**

The Lawrence County Archives in Leoma, TN has an opening for a summer intern. The intern will be supervised by the Archives Director and will participate in most aspects of the day-to-day operation of the Archives, including:

- Answering research queries from the public.
- Assisting on-site patrons.
- Fulfilling records requests.
- Caring for the Archives collections and facility.
- Contributing to our website. Individual projects can be determined based on the intern's program requirements, interests and experience, and the Archives' needs.

### **Possible projects include:**

- Digitizing a small collection.
- Creating a finding aid for our local history or map collections.
- Constructing a new section for our website.
- A personal research project that improves access or produces a new resource for the Archives.
- Collaborating with other local historical organizations is a possibility.

### **Skills and Requirements:**

- Interns must be currently enrolled in a graduate program in Public History or Archival Studies. Students in any of the public history specializations, who also have an interest in archives, are welcome to apply.
- Customer service experience is helpful. Interest in working with the public is required. • Some familiarity with and interest in genealogical research is required.
- Experience with WordPress and/or Excel will be helpful for some projects.

### **Hours and Compensation:**

The internship is available for up to 300 hours. \$15 per hour. Start and end dates and exact schedule are negotiable. The Archives is open Monday through Friday, 8:00 to 4:30, except for state and county holidays.

**To Apply:**

Submit a resume or CV, including a list of coursework or unofficial transcript, and a statement describing your interest in this internship and relevant experience to **lawrencecountyarchives@gmail.com** by **April 10, 2026**.

Lawrence County, Tennessee Is an Equal Opportunity Employer. Our Goal Is for Our Work Force to Be Representative of the Working Population of Lawrence County, Tennessee. We Do Not Discriminate on the Basis of Race, Color, Creed, National Origin, Sex, Age, Veteran Status, Sexual Orientation, Or Disability in All Matters Pertaining to Employment and Promotion; We Will Not Tolerate Discrimination on the Part of Managers or Supervisors. Women, Minorities and the Disabled Encouraged to Apply. All Applicants Subject to Background Check, Physical Examination and Drug Screening.