

Intern Recruitment Notice:

The Alaska State Museum together with the Alaska State Archives and Alaska State Library invites interested candidates to apply for an internship with emphasis on gubernatorial collections. This internship is an occupational experience designed to complement your formal academic training and comes with a reasonable stipend. It may be completed for academic credit or internship experience as required by your college or university. Graduate students, or undergraduate seniors and juniors with exceptional academic records studying history, museum studies, archives, and library tracks preferred.

Internships last 8-12 weeks. Interns are expected to work between 28 to 30 hours per week, for a total of at least 170 hours per internship. Interns are required to be in person on-site at least 95% percent of the time. Work schedule will be determined collaboratively between interns, their supervisors and the project coordinator.

Summer internships: mid-May or early June through August; (apply by April 15, 2025)

Fall internships: September through late November or early December; (apply by July 30, 2025)

Spring internships - Late January or early February through April (apply by November 30, 2025).

Our internships provide exceptional opportunities for individuals interested in:

- Working one-on-one with professional museum, archives and library staff
- Using multiple resources to interpret and associate documents and photos with historical events
- Using databases: ARGUS, ArchivEra, ArchiveSpace (no experience needed – we will teach you)
- Archival processing
- Digitizing and describing archival materials
- Processing items into the State Museum's permanent collection
- Physically inventorying collections located offsite
- Physically inventorying and processing archival collections
- Loan documentation and tracking of Museum collections
- Photography services and rehousing photos
- Working with a website designer for clarity, user friendliness, and responsive design

Candidates with experience processing materials in a museum, archive or library setting will likely have skills that will enhance their ability to compete favorably, and are encouraged to apply. Apply by sending a detailed cover letter, resume, and transcripts (unofficial copies are fine) to: mary.irvine@alaska.gov, or Mary Irvine, Alaska State Museums, P.O. Box 110571, Juneau, AK 99811.

In your cover letter, please state the internship timeframe you are seeking (summer, fall or spring), and describe your experience in creating written description of collections items, creating finding aids, numbering physical objects, working independently, working collaboratively, and your interest in gubernatorial history and collections if any. Travel to and from Alaska, and housing are not provided, and the intern is encouraged to seek housing as early as possible, as housing in Alaska's capital is tight. Staff will try to assist the intern with the housing search, however.

For questions, email mary.irvine@alaska.gov or call Ms. Irvine at (907) 465-4811.



<https://museums.alaska.gov>