Northwest Louisiana Archives at LSUS is offering two paid internships for the 2015-16 year to LSUS Business, Education and Human Development, and History and Social Sciences majors. Applicants must be full-time students enrolled in an undergraduate or graduate program, who wish to learn and gain professional experience in various fields including archival science, information management, applied history, and cultural studies. Interns are expected to commit to a 20 hour per week schedule for at least 22 weeks over the remainder of the Fall and Spring semesters. Opportunities to work between semesters and summer are also available. Interns will receive an hourly rate of $15.00/hour.

The deadline for applications is November 2nd. The review of applications will start immediately.

Internships

The Northwest Louisiana Archives at LSUS is located on the 3rd floor of the Noel Memorial Library and contains over 1,100 individual collections, including numerous important historical records and manuscripts relating to the Shreveport area, northwest Louisiana, and the lower Red River region commonly known as the Ark-La-Tex. The Archives collects, preserves, and makes available to researchers the rich and colorful heritage of this region.

Interns will perform duties from the following program areas.

- **Handbook of North Louisiana Online**
  
  The Handbook of North Louisiana Online is a full-text searchable encyclopedia of north Louisiana history and culture. "North Louisiana" for the purpose of the Handbook, includes Caddo, Bossier, Webster, Claiborne, Lincoln, Union, Morehouse, West Carroll, East Carroll, Desoto, Red River, Bienville, Jackson, Ouachita, Richland, Madison, Tensas, Franklin, Caldwell, Winn, Natchitoches, Sabine, Grant, LaSalle, Catahoula, Concordia, Avoyelles, Rapides, and Vernon parishes.

  Interns working with the Handbook of Louisiana Online research and write articles, also fact check and proofread articles.

- **Curatorial and Preservation**
  
  Supports the work of preserving and curating the collections. Intern projects may include housing or rehousing archival collections, exhibitions research and writing; exhibition installation; and planning upcoming exhibitions.

- **Development/Outreach**
  
  Supports the work of collection development and outreach. Projects may include maintaining NWLA Archives’ social media sites, communication with departments and faculty to cultivate use of the Archives by LSUS students, presentations to classes and community groups, prospect research related to individuals and foundations, donor
correspondence, assignments associated with use of the Archives by media groups, or other outreach assignments.

- **Digital Projects**
  Supports digitization initiatives to increase access to collections via the web and new media. Possible assignments include scanning and digital curation; preparing descriptive, technical, and other metadata; researching standards and best practices; preparing documentation; testing digitization workflows; assisting with design and user experience research; web development; and news media special projects.

- **Oral History**
  The Archives has ongoing projects to interview the Ark-La-Tex’s leaders, politicians, musicians, artists, activists, educators, entrepreneurs, and colorful characters. Intern tasks may include interviewing, editing interviews; assisting with the preliminary description of interviews; fact checking; proofreading; creating audio excerpts; and assisting with related exhibitions.

- **Reference**
  Assists reference staff in responding to public inquiries, including conducting research and composing replies; preparing box lists for collections; and assisting with special projects.

- **Archival Collections Processing**
  A professional and focused experience in archival work structured around processing and preservation of archival collections, cataloging and archival descriptive practices and standards based on DACS. Interns work under the supervision and guidance of senior archivists in Collections Processing.

### How to Apply for Internships

Applicants must submit the following materials to Northwest Louisiana Archives at LSUS, and choose the name of the specific internship program to which they are applying.

**General Internships**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cover letter</td>
</tr>
<tr>
<td>2.</td>
<td>Résumé detailing your educational background and work/volunteer</td>
</tr>
</tbody>
</table>
3. **Unofficial academic transcript**

4. **Two references**
   Names and email addresses of two references whom we will contact for letters of recommendation. References should be able to speak to the applicant’s academic abilities, but personal recommendations will also be considered.