

## **Institutional Archives Intern**

**Department: McCracken Research Library/Buffalo Bill Historical Center**

Intern Title: **Records Management Intern**

**Overview:** This internship introduces the student to the challenge of maintaining institutional records in a museum setting. The project consists of assessing the institutional archive of the Buffalo Bill Historical Center housed in the McCracken Research Library vaults and reviewing the records retention schedule. It will involve re-housing all permanent records and devising a temporary check-out system for access. Digitizing permanent records to .pdf format to create a digital collection on the BBHC intranet is also part of the project.

**Level of responsibility:** Reports to Processing Archivist

**Specific duties and responsibilities:**

- Assessing records
- Meeting with department heads
- Reviewing records retention schedule
- Re-housing records
- Scanning permanent records and creating databases on the intranet

**Qualifications:** The qualified intern should show an ability to work independently and to attend to the details of the project. Good organizational skills and some technical ability are also important to the position. Prefer a student with an interest in records management or museum studies.