

Special Collections Archive Intern – Firearms Focus

Department: McCracken Research Library/ Buffalo Bill Historical Center

Overview: This internship introduces the student to basic processing in the special collections of the McCracken Research Library, with a focus on the firearms archival collections. The student will process several collections under supervision and create descriptive finding guides. The project will involve arranging and describing collections, conducting research as necessary and housing materials appropriately.

Level of responsibility: Reports to Processing Archivist

Specific duties and responsibilities:

Arranging and describing archival collections

Conducting research

Housing documents, ephemera, and photographs

Creating finding guides

Using the Archon archives management system

Qualifications: The qualified intern should be detail-oriented and well-organized. He or she should be able to work independently but also take directions and be willing to ask questions. A demonstrated interest in military history or knowledge of American firearms is a plus.