GEORGIA ARCHIVES

Contact Robin Klemm
Telephone 678.364.3807
Email Robin.Klemm@usg.edu
Website http://www.georgiaarchives.org/

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Georgia Archives Announces 2024 Pre-Program Summer Conservation Internship Opportunity

The Georgia Archives, an institution of the University System of Georgia, together with the Friends of the Georgia Archives and History (FOGAH), is now accepting applications for its 2024 Pre-Program Summer Conservation Internship. This internship gives prospective students of conservation training programs the opportunity to gain skills and experience in the preservation and treatment of paper-based archival materials. The interns will employ critical thinking and practical decision-making while working under the supervision of the Archive's conservator.

Objectives and goals:

The objective of the internship is to give the interns the opportunity to gain the required skills and experience, and aid in accrual of the pre-requisite internship hours to apply for a postgraduate conservation program.

By the end of the internship, the intern will have a greater understanding of conservation and preservation practice and ethics, be capable of executing basic book and paper conservation treatments, and be familiar with conservation tools, equipment, and materials. The projects worked on by the intern will contribute to a portfolio, illustrating the skills, experience and proficiencies developed through the internship.

Focus:

The internship will focus on, but not be limited to, the historic map collection. Other projects may include environmental monitoring and exhibit preparation.

Responsibilities

Major duties:
During the internship, the intern's duties will include, but not be limited to, conducting supervised conservation treatment of the Georgia Archive's materials, including:

- Evaluation and documentation of archival materials
- Preparing and stabilizing materials for digitization
- Treating and housing rare library and archival materials with a broad range of condition concerns by using a variety of techniques and materials

Required Qualifications

Required education and experience:

- A Bachelor's degree in conservation, art history, library science, engineering, or the equivalent
- Be working towards a postgraduate degree in conservation
- Good manual dexterity and hand-skills
- Good color perception
- Attention to detail
- Good oral and written skills
- Proficiency in Microsoft programs

Preferred education and experience:

- Studies in chemistry and physics
- Problem solving and creative thinking
- Communication skills
- Organizational skills

Other Information

The internship is full-time, and the duration is 10 weeks starting summer 2024. The hourly rate is $12/hour. A stipend of $960 will be paid bi-weekly by FOGAH. A background check will be required for the successful applicant. The background check does not include a credit check.

Apply - Deadline March 24, 2024

https://careers.hprod.onehcm.usg.edu/psp/careers/CAREERS/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=98000&JobOpeningId=268290&PostingSeq=1

About Us

The University System of Georgia (USG) is comprised of 26 higher education institutions as well as the University System Office (USO). Within the USO, our administrative operations are primarily housed in the Trinity Washington Building located in downtown Atlanta. Our Information Technology Services (ITS) division is located in Athens. The University System of Georgia Shared Services Center (SSC) is located in Sandersville. The Georgia Public Library System is located in Atlanta. The Georgia Archives is located in Morrow. The State of Georgia Records Center is located in Austell.

The Georgia Archives identifies, collects, provides access and preserves Georgia's historical documents. Whether you love history, or simply want to know how we serve the citizens of Georgia, we invite you to explore our website (https://www.georgiaarchives.org) or visit us in the City of Morrow, located just south of Atlanta.

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