

**Center for Puppetry Arts**  
**Nancy Staub Puppetry Research Library & Archives**  
Atlanta, GA  
**Archives Internship**

**Description**

The Center for Puppetry Arts seeks an intern to assist the Collection Manager with daily activities as well as specific projects in the Nancy Staub Puppetry Research Library and archives. This internship will provide hands-on experience in archives, including the management of both an institutional archive and a public research library. Daily activities will include cataloging, document handling and housing, inventory, digitization of various media types, and working in PastPerfect collection management software. Staff will provide training, guidance, and mentorship in all aspects of archival management to ensure activities meet professional standards within the field.

Specific projects of this internship will include the digitization of outdated media types, cataloging using LoC call numbers, and reorganizing archival collections using hierarchical methodology to create finding aids.

This internship is a wonderful opportunity for someone interested in pursuing a career in archives, library sciences, or a related field.

**Pay**

This is a paid internship, at a rate of \$10 per hour.

**Schedule**

The intern will work between 8- 15 hours a week for a semester or agreed upon time period. These hours may be worked in a combination of times and days, with hours being between 9am-4pm.

The internship will be 125 hours total, unless the student is seeking internship credit that requires a specific number of hours. In this case, the internship will meet the number of hours required for credit, not to exceed 140 hours total.

**Desired Qualifications**

- Must be a current student enrolled in library sciences, museum studies, public history, or related program
- Is organized and detail-oriented
- Can work independently as well as under direction

**Required Materials to Apply**

- Cover Letter / Letter of Interest
- Resume

Please email applications to:

**Micah Walsh, Collection Manager**

**Email:** [micahwalsh@puppet.org](mailto:micahwalsh@puppet.org)

**Subject Line:** Archives Internship

**No Phone Calls, Please.**

If you have questions, please email

[Daniherd@puppet.org](mailto:Daniherd@puppet.org) or [micahwalsh@puppet.org](mailto:micahwalsh@puppet.org)