

**The Charlotte L. Evarts**  
**MEMORIAL ARCHIVES, INC.**

**Title:** College Intern, The Charlotte L. Evarts Memorial Archives, Inc. (CLEMA)

**Position General Purpose:** To work under close supervision of CLEMA Archivist, the intern will become familiar with the principals and practices of collection management, including but not limited to written and photographic documentation, updating the archive database, assisting Archivist with some hands-on care and accession of collections, data entry, indexing local newspapers and microfilm, assist with research projects and programs for schools and/or civic organizations as requested.

**Essential Duties:** Work directly with CLEMA archivist, accession of collections, upload data into database, assist with research projects from other organizations/researchers.

**Additional Education & Experience:** Major or degree in history, Genealogy, archive studies or other approved subject.

**Skills & Abilities:** Research skills, computer skills, some practical experience in conservation.

**Start/End Date:** To be determined

**Schedule:** To be determined with Archivist and Intern

**Stipend:** To be discussed

**Other:** Intern must have a reliable schedule and maintain consistent attendance.