



Alabama DEPARTMENT OF ARCHIVES & HISTORY

SUMMER 2026 INTERNSHIP OPPORTUNITIES

The Alabama Department of Archives and History (ADAH) invites applications from undergraduate and graduate students for its summer 2026 internship program. ADAH internships are paid, and students may be able to obtain academic credit depending on the policies of their educational institutions. Students studying anthropology, archaeology, archival studies, education, history, library science, museum studies, political science, public history, and related fields are encouraged to apply.

Pay rate: \$12.73/hr. for sophomores
\$13.38/hr. for juniors
\$14.05/hr. for seniors
\$14.75/hr. for graduate students

Deadline for applications: February 27, 2026

ADAH staff will provide professional training and supervision. All applicants must be at least 18 years old and be enrolled in an academic program or a recent graduate. Effective communication skills and proficiency in Microsoft Office and Adobe Acrobat applications are required.

ARCHIVAL PROCESSING INTERNSHIP

This on-site internship will provide the successful candidate with experience surveying, arranging, and describing records created in the late nineteenth and early twentieth centuries by the Alabama Department of Corrections. The intern will also learn how to properly handle, repair, and store archival materials. Applicants must be able to bend, reach, and lift boxes weighing up to 40 pounds. Applicants for this internship will be required to submit a writing sample, preferably a paper completed for a history or humanities course, to be considered for an interview.

DISCOVERY INTERNSHIP

This on-site internship is intended for undergraduate students who have little to no experience in the cultural heritage field and are interested in exploring career opportunities. The intern will work in virtually every department at the ADAH spending time in archival and museum collections management, digitization, reference, public programs, and education.

MUSEUM COLLECTIONS INTERNSHIP

This on-site internship will provide practical experience in processing museum collections. The intern will research artifacts to document their history; create catalog records using PastPerfect museum database software; and learn basic best practices for handling and managing museum collections.

MUSEUM SERVICES INTERNSHIP

This on-site internship will provide the successful candidate with practical experience in field services. The intern will assist the work of Museum Services staff, to include working hands-on with local museums and other historical organizations across the state. The intern will gain valuable experience in community engagement; knowledge in collections stewardship, interpretation, and governance; and other essential areas of effective museum operations.

NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT (NAGPRA) PROGRAM INTERNSHIP

This on-site internship will provide the successful candidate an opportunity to obtain experience with processing archival records in a museum setting, using Microsoft Access and PastPerfect museum database software, and analyzing and researching an existing archaeological collection. All these tasks will further the candidate's understanding of conducting NAGPRA work in a museum environment.

EBSCO RESEARCH ROOM INTERNSHIP

This project internship will consist of working closely with Reference staff on different projects over the course of the entirety of the internship. These projects will include handling archival material, scanning, indexing, assisting in creating presentations, researching, and interpreting primary source material. Students with an interest in research, reference work, and archival materials are encouraged to apply. Applicants need to be comfortable working with the public and original materials. Applicants will need to be about to bend, reach, and lift boxes weighing up to 40 pounds.

Complete job descriptions for the internships can be found here:

<https://archives.alabama.gov/about/internships.aspx>

HOW TO APPLY

Submit an ADAH Summer 2026 Internship cover sheet, state application form, resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by COB on **February 27, 2026**. All application materials should be sent to Krystle Scott at krystle.m.scott@archives.alabama.gov OR to Alabama Dept. of Archives and History, Attn: Krystle Scott, P. O. Box 300100, Montgomery, AL, 36130.

State Application Form: <https://personnel.alabama.gov/Downloads/StateApp.pdf>

Internship cover sheet: https://archives.alabama.gov/about/docs/internship_cover_sheet.pdf