



Alabama DEPARTMENT OF ARCHIVES & HISTORY

ARCHIVAL PROCESSING INTERNSHIP

The Alabama Department of Archives and History seeks undergraduate and graduate student applicants for a summer 2025 archival processing internship. This paid internship will provide the successful candidate with experience surveying, arranging, and describing records created in the early twentieth century by the Alabama Department of Corrections. This internship will also teach the student how to properly handle, repair, and store archival materials. Students studying library science, history, public history, or related topics are encouraged to apply. Applicants will need to 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.

Applicants must be at least 18 years old and should be a current student.

Duration: June to August 2025

Academic Level: Undergraduate or graduate

Location: Alabama Department of Archives and History
624 Washington Avenue
Montgomery, Alabama 36130

Schedule: TBD

HOW TO APPLY

To apply for the Archival Processing Internship, submit an ADAH Summer Internship [cover sheet](#), <https://personnel.alabama.gov/Downloads/StateApp.pdf>, resume, cover letter, unofficial transcript, and reference letter by a professor or academic advisor by **February 28, 2025**. All paperwork should be sent to Krystle Scott at krystlem.scott@archives.alabama.gov OR to the Alabama Department of Archives and History, Attention: Krystle Scott, P.O. Box 300100, Montgomery, Alabama 36130.

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

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