

**Computer Museum of America  
Roswell, GA  
Archives Internship**

**Description**

Computer Museum of America seeks an intern to assist museum staff with specific projects in the museum's archive. This internship will provide hands-on experience in archival management, including accessioning, cataloging, handling a range of archival materials, archival storage, and working in PastPerfect collection management software. Staff will provide training and guidance in archival management to ensure activities meet professional standards within the museum field.

The primary project of this internship will focus on a large collection of archival materials previously acquired by the museum, which need to be cataloged, tagged, and rehoused. The intern will assist in sorting through these archival donations with the goal of creating hierarchical catalog records. This project will allow the intern to understand proper accessioning and cataloging methodology as well as gain experience in PastPerfect Software.

Other daily activities and work may include unpacking of archival materials from donated collections, cleaning and preservation, photographing or digitization, and assisting staff with routine job duties.

This internship is a wonderful opportunity for someone interested in pursuing a career in museum archives or collections.

This is an unpaid internship and is considered a volunteer position.

**Schedule**

The intern will work approximately 10-15 hours a week for a semester or agreed upon time period. These hours may be worked in a combination of times and days, with available days being Monday, Tuesday, and/or Thursday between the hours of 9:00 AM - 4:00 PM.

**Desired Qualifications**

- Is a current student or recent graduate from a program in archives, museum studies, public history, or related field
- Is organized and detail-oriented
- Can work independently as well as under direction

While not required, preference will be given to any candidate who...

- Has prior experience in an archive or museum collection
- Has prior experience working in PastPerfect Software or similar archival / collections database
- Is interested in pursuing a career in archives or museum collections management

**Covid19 Statement**

The CMOA recognizes the risks associated with Covid19 and takes precautions to mitigate these risks for employees, staff, and volunteers. Hand sanitizer and masks are available for all personnel. By accepting this internship, the intern should feel comfortable working in the physical space with other staff members, including at times working in closer proximity to other staff in order to perform job functions.

**Required Materials to Apply**

- Cover Letter / Letter of Interest
- Resume

**Please email applications to:**

**Benjamin Schmidt, Collections Specialist**

**Email:** [bschmidt@thecmoa.org](mailto:bschmidt@thecmoa.org)

**Subject Line:** Collections Internship

**No Phone Calls, Please.**

If you have questions, please email [bschmidt@thecmoa.org](mailto:bschmidt@thecmoa.org).