



FALL 2025 INTERNSHIP (Temporary Employment) with the Digital Watauga Project

Title: Digital Watauga Intern

Salary: \$16.00 Per Hour, 10 Hours Per Week

Job Period: Available August 18, 2025, up to 15 Weeks Total (150 Hours), To Be Completed by December 5, 2025

Location: Watauga County Public Library, Boone, NC

Job Description: The intern/temporary employee will process, re-house, describe, and digitize materials from the Digital Watauga Project, including slide images, negatives, photographic prints, and documents from the various collections of the Digital Watauga Project, as assigned during the internship. Under the supervision of the Watauga County Librarian, with assistance from the Chairperson of the Digital Watauga Project, the intern/temporary employee will be responsible for processing, arranging, describing, digitizing, and archivally re-housing the collections to meet the information needs of our website users while also following *Describing Archives: A Content Standard* (DACS) and the *Dublin Core Initiative* to accurately describe the digital objects. The intern/temporary employee will also be responsible for adding the digital objects and associated metadata to Omeka.

Qualifications: Completion of a Bachelor's degree is generally required, preferably in history, library science, English, Appalachian studies, anthropology, or a related field, although enrolled Bachelor's degree candidates in those fields with a strong background in archival work or digital archives projects will be considered. Graduate coursework toward completion of an advanced degree in history, historic preservation, anthropology, library science, or a related field is strongly preferred. Experience working with manuscript archives, digital archives projects, Omeka, and the Dublin Core Initiative is also preferred. Experience with MS Excel and Google Drive, as well as proficiency working in a Windows environment are required.

To apply please send an email with a resume or vita attached, as well as a list of three academic or professional references and a cover letter detailing your education and work experience, to HR@arlibrary.org. ***Review of applications will begin immediately and continue until the positions are filled.***

Applicants should also answer the following in their cover letter: *Identify a digital library or digital archives project that you highly respect, and briefly explain why.*

This position can be coordinated with a three-credit internship in a graduate or undergraduate instructional program. The applicant is responsible for making all internship arrangements with the academic institution.

To learn more about the Digital Watauga Project, visit <http://digitalwatauga.org/>