

**Traverse Area District Library/Traverse Area Historical Society**  
**Job Opening**

**Petertyl Archival Intern – Temporary – Main Library, Local History Collection**

**40 hours over 8 weeks during Summer, 2021**

With the sponsorship of the Traverse Area Historical Society's Petertyl Education Fund, the Traverse Area District Library has a temporary position as a Petertyl Archival Intern. The intern will participate in various projects in the Local History Collection at the Main Library and will be trained in a variety of archival methods and collection care. The internship will consist of approximately five (5) hours per week over the eight (8) week term.

**Hourly Rate:** \$11.55

**Posting Date:** 4/16/21

**Deadline for applications:** 5/3/21

If you are interested in applying for this position, please submit your resume, a fully completed TADL application form along with a cover letter to: Human Resources, Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686 or by email to [jobs@tadl.org](mailto:jobs@tadl.org). For questions, please call 932-8549 or email [jobs@tadl.org](mailto:jobs@tadl.org)

## **Traverse Area District Library/Traverse Area Historical Society Job Description**

**Job Title:** Petertyl Archival Summer Intern  
**Status:** Temporary (Approx. 8 Weeks During Summer 2021)  
**Department:** Local History Collection  
**Reports to:** Staff Archivist  
**Effective Date:** April 3, 2019

### **SUMMARY**

The Petertyl Archival Summer Intern will advance the processing of the archives in the Local History Collection and participate in various related projects. In the performance of work, the Petertyl Archival Summer Intern will receive educational experience in a variety of archival methods and collection care. This is a temporary position that is expected to last a total of forty (40) hours over an eight (8) week period during the summer of 2021 (averaging five (5) hours per week) at \$11.55 per hour. This position is funded by the Traverse Area Historical Society and its Petertyl Educational Fund.

### **SUPERVISION RECEIVED**

This internship is considered a temporary apprenticeship under the tutelage of an archivist.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Petertyl Archival Summer Intern may be required to perform any or all of the following essential duties and others as assigned.

- Arrangement and description of collections, personal papers, and photographic and other collections in special media.
- Development of finding aids and other access tools.
- Digitization of collections.
- Perform other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**REQUIRED:** Skill in the use of computers; demonstration of strong attention to detail.

### **EDUCATION**

**PREFERRED:** Graduation from an accredited high school with some college.

**PREFERRED:** Prior course work in American history or the sciences.

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.