

The Education Department at the Holocaust Memorial Resource & Education Center of Florida is currently accepting applications for its Fall 2024 collections internship program.

### **Internship Project:**

The intern will work directly with collections staff to inventory 3D and archival materials over the span of 15 weeks. Responsibilities include:

- Surveying collection materials;
- Rehousing collection materials;
- Identifying metadata for collection materials; and
- Performing data entry of identified metadata into spreadsheets.

This internship requires a minimum of 120 hours over a span of 15 weeks from August 19, 2024 to November 26, 2024. Hours can be spread or condensed throughout the work week. ***All work must take place onsite between the days of Monday-Friday from 10 AM-4 PM.***

### **Qualifications:**

- Currently enrolled in a bachelor's program in library science, archival studies, museum studies, history, or public history.
- Ability to lift up to 25 lbs.
- Reliable transportation.
- Ability to work on-site between the hours of 10 AM-4 PM for a minimum of 120 hours per internship session.

### **Compensation:**

A stipend of \$1,000.00 will be provided.

### **To Apply:**

All applicants must submit a resume/CV and cover letter to be considered.

***Please send application materials to [sgrimmer@holocaustedu.org](mailto:sgrimmer@holocaustedu.org) with the subject line: "UCF Internship Fall 2024\_ YOUR LASTNAME."***