



## **The Patricia Crandall Lane Trailing of the Sheep Festival Archives Summer 2024 Internship**

Jeanne Rodger Lane Center for Regional History

### **POSITION INFORMATION**

**Title:** The Patricia Crandall Lane Trailing of the Sheep Festival Archives Summer 2024 Intern

**Type:** part-time, seasonal, non-exempt position; starting and ending dates to be defined.

**Location:** Ketchum, Idaho

**Reports to:** Mary Tyson, director of the Jeanne Rodger Lane Center for Regional History

**Compensation:** \$20.00/hour with a cap of 120 hours. The number of hours per week is to be arranged.

**Benefits:** none

**Special Instructions:** successful applicants must complete a criminal background check.

### **JOB SUMMARY**

The Community Library Jeanne Rodger Lane Center for Regional History (JRLCRH) seeks a part-time summer intern to work on The Patricia Crandall Lane Trailing of the Sheep Festival(TOTS) Archives. The Center received the archive in 2019 and is currently processing it and making it accessible for researchers. The archive contains the record of the Ketchum-based TOTS organization that formed twenty-six years ago to celebrate the history of the multi-faceted expressions of sheep ranching in central Idaho. Under the direction of the Center for Regional History, the intern will assist with the archive, specifically, at the Library. Duties include completing the initial inventory, processing a small portion of the archive, and learning to create public access for the archive. The ideal candidate is excited about working as part of a team while learning about archival processing. Demonstrated interest in U.S. history, public history, storytelling, forensics, agriculture, cultural heritage, and/or library and museum studies is a big plus. The intern position is funded by the Trailing of the Sheep Festival non-profit organization.

### **DUTIES AND RESPONSIBILITIES**

- Perform detailed collections metadata entry for arrangement and description, and record-keeping
- Complete the preliminary inventory of the archive
- Scanning of a selection of documents
- File management of born digital documents
- Handle historical materials and artifacts carefully and responsibly
- Assist with physical organization and housing of the archive within the Regional History archive
- Document with a camera and process digital image files
- Perform other duties as assigned

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

Work is performed primarily indoors and may involve sitting for long periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted.)

**PREFERRED QUALIFICATIONS**

- Higher education studies in history, museum studies, humanities, or related field
- Strong interest in history education, museum exhibition design, and/or archival data work
- Excellent verbal and written communication skills
- Excellent attention to detail
- Strong computer skills, including demonstrated desire to learn Google Drive, Microsoft Office, Sharepoint and experience with spreadsheets
- Demonstrated ability to learn about new processes and concepts to complete a project
- Demonstrated interest in history, education, museum operations, social justice or archives
- Friendly and outgoing demeanor and ability to interact with the public
- Demonstrated ability to support an environment of diversity and inclusion consistent with The Community Library's and the Trailing of the Sheep Festival's aims
- Bilingual skills in English and Spanish are highly advantageous

**APPLICATION INSTRUCTIONS**

To apply, please visit [www.comlib.org/jobs](http://www.comlib.org/jobs) and complete the relevant form, which will ask you to upload a resume and cover letter and provide the contact information for three references. Please direct questions to [bringit@comlib.org](mailto:bringit@comlib.org).

Applications will be accepted through midnight on April 5, 2024.