



The Patricia Crandall Lane Trailing of the Sheep Festival Archives Summer 2025 Internship

Jeanne Rodger Lane Center for Regional History

POSITION INFORMATION

Title: The Patricia Crandall Lane Trailing of the Sheep Festival Archives Summer 2025 Intern

Type: Part-time, seasonal, non-exempt position; starting and ending dates to be defined between June 1 and August 30, 2025.

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 175 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 to researchers and the public. The archive contains the record of the Ketchum-based TOTS organization that formed twenty-nine years ago to celebrate the history of the multi-faceted expressions of sheep ranching in central Idaho. The internship's outcome will be a curated media project that can be shared or exhibited at the 2025 Festival Headquarters. The archive has many interview recordings that the Folk & Traditional Arts Director of the Idaho Commission on the Arts made from 2014-2023. The ideal candidate is excited about working as part of a team and also working independently to discover rich stories about shepherding and ranching. Interest in U.S. history, public history, storytelling, 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

- Research which media stories to highlight for the 2025 Festival
- Listen to and/or view audio/video recordings
- Develop a media project that could be an audio/video exhibit or a podcast for the Festival Headquarters
- Learn to use Descript software for transcription
- Handle historical materials and artifacts carefully and responsibly
- Learn to use video and audio editing software
- Learn to use Adobe Creative Suite as needed
- Develop ideas for other ways to share audio stories with the public
- 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

- 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 Adobe Creative Suite
- 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 send a cover letter, resume, and contact information for three references via bringit@comlib.org. Please use the subject line "Trailing of the Sheep Festival Archives Intern." Applications will be reviewed beginning April 5. Please direct all questions to bringit@comlib.org.