

We are currently seeking interns to work on a variety of projects with the Maritime Research Division of the South Carolina Institute of Archaeology and Anthropology at our office in Charleston. These internships are available for the **Fall 2015** semester.

Archaeological Collections Intern

This intern will be responsible for fully documenting the archaeological teaching collection housed at the Charleston Office of the Maritime Research Division of the South Carolina Institute of Archaeology and Anthropology. This will include but not be limited to photographing, measuring, weighing and documenting the collection and entering that information in a computer database. The intern will also be responsible for helping at education and outreach events throughout the semester.

A desirable candidate has some knowledge of artifact typology and data entry. Having worked with museum software (past perfect, KE, etc.) is desirable but not required. This intern will work under the supervision of the staff at the MRD office in Charleston South Carolina but should be self-motivated and prepared to work independently on their designated projects.

Database and Digital documentation Intern

This intern will assist in the construction of a database and the digitization of 40 plus years of documents related to the Hobby Diver License program at the Charleston Office of the Maritime Research Division of the South Carolina Institute of Archaeology and Anthropology. This work will include assisting with the construction and organization of a database, making the database searchable, and helping to organize and store information. This intern will also help with the digitization of paper documents. If the work progresses in a timely manner this intern may also have the chance to contribute to the GIS database that will be built as a partner to this archival data base.

A desirable candidate will have some knowledge of data entry, database management, and an interest in digitization projects. Knowledge of GIS is desirable but not required. This intern will work under the supervision of the staff at the MRD office in Charleston South Carolina but should be self-motivated and prepared to work independently on their designated projects.

Social Media/ Public History Intern

This intern will assist in the development of the MRD's social media platform. This intern will be responsible for creating at least 12 long blog entries based on research, they will create at least 24 throwback Facebook posts created from our archives and records, and an additional 24 posts related to the Maritime History

and happenings of South Carolina. In addition this intern will assist with education and outreach events, our quarterly newsletter and website.

A desirable candidate will have experience in historical research and the use of archives and libraries, as well as know how to responsibly and accurately cite sources. This Candidate should have experience with social media outside their personal use of such platforms. This intern will work under the supervision of the staff at the MRD office in Charleston South Carolina but should be self-motivated and prepared to work independently on their designated projects, including going to many of the cities archival depositories.

The Schedule for these internships is flexible but the intern should be prepared to be in the office at least one full day per week or for two four hour periods. This internship can be completed for academic credit but will need to be negotiated through your academic institution, with our assistance. No other compensation is available.

Please send a Cover letter, CV, and list of three references to Jessica Irwin at IrwinJA@sc.edu. Your cover letter should address what internship you would like to be considered for, why you would be a good fit for this position and what you hope to gain from your work here. It should also outline any relevant experience you may have.

Applications must be received no later than 5:00 pm on Tuesday, September 1, 2015. You may however be called for an interview if we receive your application before this date.

If no qualified candidates are found MRD is not obligated to fill the internship position.

Sincerely,

Jessica Irwin
Education & Outreach Coordinator
Maritime Archaeologist
Maritime Research Division
South Carolina Institute of Archaeology and Anthropology
IrwinJA@sc.edu