

Digital Cataloging and Review/History Internships

The Theodore Roosevelt Center (TRC) at Dickinson State University is seeking applicants for its summer internship program who would like to gain experience working in a digital library setting, contribute item-level metadata to a large historical collection, and conduct historical and genealogical research to make an extensive collection of documents more accessible.

The staff of the TRC is committed to using human expertise and knowledge to create and review metadata. By describing the items in our collections, we make them findable and usable by scholars, tourists, teachers, curious citizens, and students of all ages. Through the work of the TRC, we are better able to preserve, understand, analyze and share the legacy of America's 26th president, as well as his relevance to the modern world. The TRC already provides access to more than 130,000 items from 45 different collections through its website at www.theodorerooseveltcenter.org, with more items being published weekly.

Interns will work approximately **240 hours over three months**, participating in all facets of the work of the digital library. This includes identifying item creators and recipients, describing items, and assigning appropriate subject headings. Participants will additionally review the work of other catalogers to make sure all standards are being met, and evaluate the copyright status of collection items.

In addition to working in the digital library and creating metadata for the TRC's collections, interns will be encouraged to create a digital humanities project at the conclusion of the internship, either reflecting on the work they have done in the digital library or further exploring some aspect of the materials they worked with during the internship. Interns will be invited to present these reflections to other members of their cohort, staff, and TRC supporters, giving them an opportunity to learn from one another and add material to their work portfolio.

As the work is web-based, internships will be conducted remotely without the need for relocation. **A moderate stipend will be provided (\$1,000/month, for a total of \$3,000).** **Internships are to be completed between June 1 and August 31, 2026.** Online training will be provided, and staff will be available throughout the internship through further video calls and message boards.

Required qualifications:

- Graduate students or recent master's-level graduates in history, American studies, archival studies, library science, information management or related fields.
- Knowledge of, or interest in, Theodore Roosevelt and American History in the late 19th and early 20th centuries.
- Strong oral and written communication skills.
- Attention to detail; commitment to accurate, high-quality work.
- Self-motivated worker, as all work will be done remotely.
- Ability to attend all training sessions (June 1, 8, 15, 22)

Desired qualifications:

- Experience working in digital collections, particularly creating metadata/catalog records.
- Knowledge of digital standards, particularly Dublin Core and controlled vocabularies.
- Ability to read cursive and handwritten materials.
- Experience with genealogical research and sources (i.e. Findagrave.com, Ancestry.com)

Approximate Internship Schedule:

Interns will track the number of hours they work through the summer, with the expectation of approximately 240 hours of work over the three month period.

The first four weeks of the internship will be taken up with training on the different workflow stages in the digital library. Interns will be expected to attend virtual training and complete assignments for staff to review and give feedback on. Once training is completed, staff will continue to check in with interns throughout the summer season via Basecamp and message boards to provide further feedback, give assistance, and ensure interns remain on track with their assignments. The final two weeks of the intern season will be earmarked for completing a digital humanities project.

June 1-7: Introduction and Preliminary Metadata Entry

June 8-14: Metadata Review

June 15-21: Full Metadata Entry

June 22-26: Full Metadata Entry (cont.), Misc. Digital Library Topics

June 29-August 14: Digital Library Work

August 17- August 28: Project and Cleanup

To Apply:

Send PDFs of:

1. Letter of application (including your reasons for interest in this internship)
2. Resume
3. Unofficial transcript(s)

to Erik Johnson, TRC Co-Director, at erik.a.johnson@dickinsonstate.edu.

Applications must be received by 7:30am (MDT) on April 6, 2026 for consideration.