

**Traverse Area District Library/Traverse Area Historical Society**  
**Job Opening**

**Petertyl Archival Intern – Temporary – Main Library, Local History Collection**

**40 hours over 4 weeks during Summer 2024**

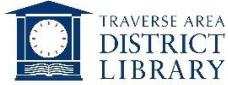
With the sponsorship of the Traverse Area Historical Society's Petertyl Education Fund, the Traverse Area District Library has a temporary position as a Petertyl Archival Intern. The intern will participate in various projects in the Local History Collection at the Main Library and will be trained in a variety of archival methods and collection care. The internship will consist of approximately ten (10) hours per week over the four (4) week term. See job description for more details.

**Hourly Rate:** \$13.00

**Posting Date:** 5/20/24

**Deadline for applications:** 6/3/24

If you are interested in applying for this position, please submit your resume, a fully completed TADL application form along with a cover letter to: Human Resources, Traverse Area District Library, 610 Woodmere Ave., Traverse City, MI 49686 or by email to [jobs@tadl.org](mailto:jobs@tadl.org). For questions, please call 932-8549 or email [jobs@tadl.org](mailto:jobs@tadl.org)



# Job Description

**Job Title:** Petertyl Archival Summer Intern  
**Department:** Local History Collection  
**Reports to:** TADL Staff Archivist/TAHS Archivist

**Classification:** Temporary (40 hours)  
**FLSA Status:** Non-Exempt  
**Effective Date:** May 1, 2022

## SUMMARY

The Petertyl Archival Summer Intern will advance the processing of the archives in the Local History Collection and Participate in various related projects. In the performance of work, the Petertyl Summer Intern will receive educational experience in a variety of archival methods and collection care. This position is funded by the Traverse Area Historical Society and its Petertyl Educational Fund.

This temporary work assignment begins July 8, 2024 and ends July 30, 2024, with a pay rate of \$13.00 per hour. The schedule requires working ten hours per week on Mondays and Tuesdays, from 10:00 am to 3:30 pm, which includes a 30-minute lunch break each day.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Arrangement and description of collections, personal papers, and photographic and other collections in special media.
- Development of finding aids and other access tools.
- Digitization of collections.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS AND ABILITIES

- Skill in use of computers.
- Demonstration of strong attention to detail.

## EDUCATION, EXPERIENCE or OTHER Qualifications include:

- Graduation from an accredited high school with some college.
- Prior coursework in American history or the sciences.

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.