



## LIBRARY OF VIRGINIA

### Transforming The Future of Libraries and Archives:

#### A Summer Internship Opportunity

Founded in 1823, the Library of Virginia (LVA) is the most comprehensive resource in the world for the study of Virginia history, culture, and government. Through funding provided by the Library of Virginia Foundation, we are pleased to offer several paid internship opportunities this summer to undergraduate college students from diverse backgrounds who are currently underrepresented in the library, archives, and public history fields. Student interns will gain valuable experience working alongside LVA staff on current projects while gaining insight into what happens behind the scenes to preserve and organize collections and to make them accessible to the public in exciting new ways. Interns will also have a chance to hone their research, writing, and presentation skills while working collaboratively as part of a professional team. They will have a chance to hear from Library staff and guest speakers about the myriad of career options that cultural heritage institutions offer and to develop professional experience that may help them as they continue on their educational journey.

Each intern will work 20 hours per week for a 10-week period, beginning June 2, 2025, and ending on August 8, 2025, and will receive a stipend of \$500 a week (\$25 per hour). The internships will involve both on site and virtual components.

#### **Internship opportunity available this summer in the following area:**

The Digital Initiatives and Web Presence Division is responsible for the development and management of all of the Library's digital and born-electronic collections and for our web-based projects and services.

The World War II Separation Notices is a National Endowment for the Humanities funded digital project that provides access to approximately 270,000 separation records of men and women who served in World War II.

The selected intern will conduct research in the Library's World War II era collections, including sampling, researching, and digitizing records with the opportunity to write a blog post Library's blog, The UncommonWealth, about the collection and research findings. Additionally, analyze and clean metadata regarding WWII veterans to make all information is correct to make separation notices searchable and accessible to veterans, next of kin, and researchers.

## **APPLICATION INSTRUCTIONS**

To apply for a Transforming the Future of Libraries and Archives Summer Internship, please submit a one-page letter outlining your interest in the opportunity, along with information about your background, relevant skills and/or experience, and academic standing to [Digital Initiatives & Web Presence Intern - Richmond, Virginia, United States](#) for position #LVAIN020. Applications must be received no later than March 21, 2025, to be considered.

In compliance with the Americans with Disabilities Act (ADA), if requested, reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3582 or email [humanresources@lva.virginia.gov](mailto:humanresources@lva.virginia.gov).

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities are strongly encouraged to apply.

## **SPECIAL REQUIREMENTS**

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.