Octagon Center for the Arts
Archival Intern

Help design and implement a filing system for the physical archives (old photos, newspaper articles, slides of the Octagon). Work with the Administrative Assistant to digitize the physical archives and begin to build a digital archive.

Responsibilities and Duties

- Display responsibility and time management by arriving on time and dressed appropriately
- Use interpersonal skills to maintain a professional, respectful work environment
- Exercise caution when handling delicate/historical items

Requirements

- Prior experience with archival methods and practices (highly recommended)
- Good academic standing
- Self-motivation and an ability to work independently

Learning Goals

- Gain hands-on experience working with both physical and digital historical records
- Gain curatorial experience designing an archival system with supporting materials

Time Commitment

An average of 10-12 hours per week is required. Scheduling is flexible, with some days required as noted.

Positions and Compensation

- One position for summer and one for fall
- May be used to fulfill internship credit requirements.

Contact

Kristen Greteman, Exhibits Director
Octagon Center for the Arts
427 Douglas Ave
Ames, Iowa 50010
exhibits@octagonarts.org

About the Octagon Center for the Arts

The Octagon Center for the Arts is a not-for-profit 501(c)-3 organization located in the heart of downtown Ames, Iowa. For more than fifty years, the Octagon has steadfastly worked to make the arts more accessible to the general public. We enhance people's lives by encouraging individual creativity, spirit, and potential. The Octagon continues to contribute to the quality of life and economic growth of the Ames community by making it a more livable and prosperous place. The Octagon serves more than 30,000 people annually through art classes and outreach programs, rotating exhibits, the retail Gallery Shop, and special events such as the Octagon Art Festival. For more information, please visit www.octagonarts.org.