



Reference Access and Outreach Section Announces Internship Opportunities

The Reference Access and Outreach Section of the Society of American Archivists invites applications for **four unpaid internship positions** for 2013 (April-December). The intent of the internship program is to provide new members of RAO or those interested in becoming more active with the Section an opportunity to participate in the organization's ongoing and special initiatives.

Description of RAO Internships

- **RAO Marketplace Program Intern**

- Will work closely with the program committee to assist with the development, advertisement, and logistics of the 2013 Marketplace of Ideas program.
- **Intern for the position will:**
 - participate in planning meetings by conference call and email
 - help organize and set-up the Marketplace at the SAA meeting in New Orleans
 - participate in assessment of program
 - assist with advertising and communication tasks associated with Marketplace program
- **Intern for this position may:**
 - write promotional text
 - cover the Marketplace program discussions using Twitter

- **RAO Communications Intern**

- Will work with **RAO Communications Liaison** and **Web Manager** to create, edit and disseminate information about RAO and/or to solicit information from the RAO membership.
- **Intern for the position will:**
 - work with the Communications Liaison to solicit content for the summer and winter issues of the RAO newsletter
 - edit the summer and winter issues of the RAO newsletter
 - work with both the Communications Liaison and the Web Manager to disseminate information via the RAO website, Facebook page, listserv, etc.
 - collaborate with the Web Manager to migrate content to the Drupal website

- keep the RAO Communications Liaison and Web Manager informed of progress on various projects
- **Intern for this position may:**
 - regularly post content to RAO Facebook page
- **Requirements:**
 - Willingness to learn new software
 - Motivation and initiative to complete work independently

- **RAO Teaching with Primary Sources Working Group Intern**

- Will work with closely with the TPS working group to collect the data needed to determine feasibility of creating a database of lesson plans—a “clearinghouse” of sort. A future, “pie in the sky” project for TPS would be to create a database of lessons plans to complement the bibliography we have created; the information collected by the intern would help TPS determine the feasibility of and next steps towards pursuing a clearinghouse project.
- **Intern for the position will:**
 - locate lesson plans and sites with lesson plans online (as well as collect contact information)
 - establish information/metadata we would need to create the database and ascertain whether this information is readily available
 - explore online tools and software that could enable the creation of a clearing hour
 - report to co-chairs monthly
- **Requirements:**
 - familiarity with metadata and online content management tools is preferable but interest in the subject and willingness to learn is paramount

- **RAO “23 Things” Project Intern**

- Will work with the “23 Things” manager to develop and share new “thing” content via the RAO Web site. “Things” are Web 2.0 tools or techniques like Instagram, Twitter, or RSS.
- **Intern for the position will:**
 - Propose new Web 2.0 tools to describe and add to the project
 - Write clear explanatory descriptions of new Web 2.0 tools
 - Revise and append existing “things”

How to Apply

To apply for these RAO internship opportunities, **submit via email** a brief resume and cover letter to the RAO Chair **Jill Severn (jsevern@uga.edu)**. **Please be sure to indicate the specific internship for which you are applying.**

Deadline to apply is April 5, 2013.