



Shenna Bellows  
Secretary of State

## MAINE STATE ARCHIVES

Department of the Secretary of State

Christian Cotz  
State Archivist

### APPLICATION FOR INTERNSHIP

Thank you for your interest in an internship at the Maine State Archives. The Maine State Archives (MSA) welcomes grant-funded or university-funded interns. As a state agency, MSA cannot engage unpaid interns and has no budgeted funding to pay for internships. For individuals who can secure compensation (course credits count), two types of internships are possible at MSA:

- Individual research project (*available continuously*): With approval, and under the supervision of an MSA archivist, interns may assist MSA staff in the processing, cataloguing, transcription, or digitization of a specific collection. Proposed projects should be achievable in the timeframe of the internship and will culminate in a summative analysis of the project. A preliminary conversation with an archivist about your proposal is encouraged prior to submitting your application. Timeframes and schedules can be flexible in keeping with your project and funding.
- Archives 207 summer cohort: Beginning in summer 2026, MSA will accept a small cohort of interns who will learn about different aspects of the field. This internship is aimed at rising college juniors, seniors and graduate students. Over the course of 8 weeks (320 hours), interns will spend time with reference archivists, processing archivists, digital archivists, judicial archivists, imaging specialists, and records management analysts to learn about the inner workings of a state archive. Students will work on digital archiving, document preservation, collection processing, research, and reference service. This internship will take place onsite at the Maine State Archives, five days a week (40 hours per week), from mid-June – early August.

Interns are required to secure their own housing and transportation. All work will take place onsite at the Maine State Archives and interns will be expected to abide by MSA workplace policies and procedures. If you have any questions, please reach out to [maine.archives@maine.gov](mailto:maine.archives@maine.gov). We look forward to hearing from you!



# APPLICATION FOR INTERNSHIP

<b>Name</b>		<b>Phone</b>
<b>Mailing Address</b>		
<b>Email</b>		
<b>School</b>	<b>Degree Program</b>	<b>Expected Graduation (Year)</b>
<b>Internship Advisor</b>		
<b>Advisor's Email</b>		<b>Advisor Phone</b>
<b>Funding Amount</b>	<b>Funding Source</b>	
<b>Research Project</b>	<b>Archives 207</b>	
<b>Project Title:</b>		
<b>Project Proposal:</b> <i>(idea/collection)</i>		
<b>I have spoken to a staff member at MSA about this project. MSA staff name:</b>		
<b>Proposed Schedule</b>		