

# OFFICE OF THE HOUSE MINORITY LEADER INTERNSHIP OPPORTUNITY



## ARCHIVAL ASSISTANT TO THE PHOTOGRAPHER

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**ABOUT** The Office of Illinois House Minority Leader Tony McCombie is seeking an intern to join our Digital Media Team as an archival assistant to the Senior Photographer. An ideal candidate will possess interest archiving, library science, records management, museum studies, photography or digital asset management. The selected candidate will support the Senior Photographer with a new project to archive historic images of the Illinois General Assembly.

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**LOCATION** Springfield or Chicago, IL

**POSSIBLE DATES OF INTERNSHIP:**  
June 2024-September 2024

### **REQUIRED SKILLS:**

- Exceptional attention to detail.
- Outstanding organizational and research skills.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Willingness to ask clarifying questions, troubleshoot, and solve problems.
- Proficiency with common computer applications (MS Office Suite, etc.).
- Interest in the professions of archives, library science, records management, museum studies, photography or digital asset management is a plus.

**SALARY:** \$16.50 per hour

**HOURS:** *Up to 35 hours per week*

### **RESPONSIBILITIES:**

- Scan historic images.
- Create descriptions.
- Tag/label images.
- Enter scanned images with related information into archival database.
- Maintain archival database.
- Properly rehouse original images.

To apply, please visit [indeed.com](https://www.indeed.com) or our [hrscareers.com](https://www.hrscareers.com) website. Ensure your application includes your resume, and cover letter.