ATTENTION EDITING OR HISTORY STUDENTS:

Internship available.

The Church History Department of The Church of Jesus Christ of Latter day Saints is looking for interns to assist with The Joseph Smith Papers. This is a unique opportunity to learn about early LDS history, work with primary documents, significantly contribute to the project’s research and production processes, and acquire a variety of new skills. Internships begin in both June and September 2012. The length of each internship is one year. This is a paid internship.

An editing test (2–3 hours) will be required of all applicants.

Job duties include:

- Fact-checking, or analyzing sources to determine whether they have been used appropriately.
- Checking quotations from original sources, comparing spelling, punctuation, and capitalization.
- Attentively assisting historical editors in verifying transcriptions of historical manuscripts.
- Making and filing copies of sources that are checked.
- Applying project style with high level of accuracy.
- Applying or correcting XML encoding using XMetaL® Author Enterprise 5.
- Copyediting and proofreading text.
- Organizing or compiling in-house research tools to assist project staff.
- Other tasks according to project needs and intern capabilities and interests.

Hours:

- 30–40 hours per week; flexible schedule Mondays through Fridays.

Location:

- Church History Library, 15 E. North Temple, Salt Lake City.

Qualifications:

- Bachelor’s degree in English, History, or a related field (advanced undergraduates are acceptable).
- Practical experience in copyediting or proofreading.
- Must be comfortable learning new software or databases.
- Experience with electronic publishing or programming languages (especially XML) preferred but not required.
- Ability to research in nineteenth-century sources.
- Knowledge of early LDS Church history and be familiar with Mormon sources preferred.
- Must be accurate, detail oriented, and organized.
- Must be a critical thinker and have a natural curiosity.
- Must be a member of The Church of Jesus Christ of Latter-day Saints currently worthy of a temple recommend.

For more information about The Joseph Smith Papers, please go to: josephsmithpapers.org.

Queries, resumes, and cover letters should be directed to Rachel Osborne at osbornerm@ldschurch.org. Please contact me by 20 April 2012 to be considered for the internship. Writing samples are not necessary.