

Internship at the National Czech and Slovak Museum and Library

The Department of History announces a call for application for two internship positions at the National Czech and Slovak Museum and Library in Cedar Rapids, IA. The internship duration is two months, with responsibilities focused on organizing the archival collections of the host institution. This opportunity is open to students of the Faculty of Arts at Palacký University Olomouc. Upon completion of the internship, students may receive credits for the course KHI/XSSII.

The National Czech & Slovak Museum & Library (NCSML), located in Cedar Rapids, Iowa, is a prominent institution dedicated to the preservation and study of Czech and Slovak history, culture, and heritage. Founded in 1974, the NCSML plays a vital role in fostering academic research and cultural understanding, offering a wealth of resources, exhibitions, and programs that highlight the contributions of Czech and Slovak communities. Its affiliation with the Smithsonian enhances its academic value, allowing the NCSML to access a wide array of scholarly resources and collaborate with a prestigious network of museums and educational institutions. Through its partnership with Palacký University, the NCSML further extends its academic mission by hosting internships and collaborative projects, providing students with unique opportunities for hands-on experience and scholarly engagement in the fields of history and cultural heritage.

Position title: Student archivist

Duties and responsibilities:

Under the supervision of the NCSML's Library Director and Cataloguing Librarian, the visiting student archivist will:

- Sort through the NCSML's unprocessed foreign-language archival materials
- Arrange, describe and create finding aids for materials determined to be of research value
- Place archival materials in archival folders and boxes as needed
- Identify materials in need of conservation

Qualifications

Field/s of study: History, archival studies, or related disciplines

Level of study: bachelor, master, doctoral

Professional competences:

- Knowledge of history with focus on best practices in archival processing
- Ability to describe primary source materials
- Ability to create archival finding aids

- Ability to work with collections that contain delicate items of historic significance

Key competences/Language skills:

- Czech (required)
- English: B2 – Upper intermediate (required)

Key competences/Computer skills:

- Word processing, Spreadsheets, Databases

Key competences/Other:

- Communication
- Planning and organizing
- Teamwork
- Responsibility
- Adaptability/flexibility

Info

Working language/s: English, Czech

Earliest start date: 15 January 2025

Latest start date: 15 April 2025

Duration: 2 months

Working hours: 40 hours/week

Remuneration:

- Financial contribution: 700 EUR/month
- Travel costs: 820 EUR

Application

Required application documents: CV and a one-page motivation letter (both in English) to be sent to Martin Elbel, martin.elbel@upol.cz

Application deadline: 20 November 2025