



**Loretto Literary and Benevolent Institution  
Loretto Heritage Center Transcription Intern**

*We work for justice and act for peace because the Gospel urges us*

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**Introduction:**

The Loretto Heritage Center Museum and Archives, the repository for the 210-year history of the Sisters of Loretto, is seeking an archives intern for Summer 2023. This internship is a remote, part-time position of 120-150 hours with a flexible schedule based on intern availability and needs. The intern will work with Transkribus transcription software to create accurate, searchable transcriptions of Kentucky Catholic school ledgers.

Working under the supervision of the Archivist, the transcription intern will work with the AI software to recognize the unique handwriting in each ledger book and complete transcriptions. The intern will also be responsible for quality checking the resulting transcripts. Periodic Zoom meetings with the Archivist will ensure that the project stays on course and will serve as an opportunity for questions and discussion.

**Job Duties:**

- Run automated transcription software
- Quality check the transcriptions for accuracy and errors

**Qualifications:**

- Current or recent college student in history, museum studies, anthropology, library and information science, or related field
- Interest in the history of education, Kentucky, and Catholicism
- Strong attention to detail
- Ability to learn new technology

**Location:**

This internship is entirely remote and will be completed online. Occasional Zoom calls will be required Monday-Friday 9-5 ET. The majority of the work will be completed on the intern's own schedule. A stable internet connection and access to a computer are required.

**Job Requirements and Stipend:**

This is a grant-funded position with a \$1,500 stipend and a minimum requirement of 120 hours of work.

To Apply:

- Send materials to Archivist Reba Weatherford at [RWeatherford@LorettoCommunity.org](mailto:RWeatherford@LorettoCommunity.org) with subject line “[Last Name] Loretto Transcription Application 2023”
  - Cover letter
  - Resume with work history
- Deadline to apply is April 30, 2023