

Botanical Research Institute of Texas @ Fort Worth Botanic Garden
BRIT Library Intern- Season 2026

This paid internship is potentially eligible for university credit. Applicants must work with their advisor/school to ensure that this experience will provide school credit for them. FWBG| BRIT is willing to complete any paperwork required by the applicant's school program.

Duration: May – August 2026

Hours per week: 200 hours total

Schedule: Consistent schedule between Mon – Fri, 9 am to 6 pm

Location: Onsite and remote depending on tasks

Stipend: \$3000 total

Application deadline: April 10, 2026

Background

The internship will focus on the archival collection of American botanist, Sherwin Carlquist, working with his collection of photographs, field notebooks and negative film.

Intern duties and responsibilities

- Attend a 5-hour training to learn how to research, gather, and enter metadata into the Portal to Texas History digital repository
- Enter metadata and complete digital records related field photographs
- Spreadsheet remediation and maintenance
- Organize, number, and rehouse, slides and negative film
- Assist with upcoming exhibition about Carlquist
- Transcribing Carlquist's handwritten notes
- Duties may include book/journal shelving and digitizing materials from other collections

Required education and experience

- Proficiency with Google Workplace, particularly Google Sheets.
- Fluency with computers and familiarity with databases.

Additional eligibility qualifications

- Ability to read cursive
- Attention to detail, independent thinking and ability to work alone

To apply submit your cover letter and resume using this [form](#).