

**From:** [Tracie Evans](#)  
**To:** [Ohio Historical Records Advisory Board](#)  
**Subject:** Progress report - Sauder Village  
**Date:** Tuesday, September 10, 2024 4:46:35 PM

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First let me apologize for not getting this out to you by the end of August.

Immediately upon learning about our approval for the grant, we began looking for an appropriate candidate for this internship project. The job description and ad were sent to Ohio University programs who train archival students, Museum Association websites, general employment websites and Sauder Village's employment listing. Throughout the summer we only received 3 applicants, all of whom did not have the archival qualifications necessary to complete the work required. All were history students with no archival experience or training.

We had decided to wait until late August and began approaching Universities who might have returning students with the skills and knowledge to help us organize and process our institutional archives. In late August, I received word on a qualified candidate who had submitted their application and information regarding another potential candidate. We reached out to answer questions about the position with the potential candidate and set up an interview with the other. The interested candidate has indicated that they get their application to us by the end of this week.

With one good candidate interviewed and a second to interview soon, we expect to have a qualified applicant ready to start by October 1<sup>st</sup> at the latest. Depending on the selected candidate's availability, we expect the student to need 3-4 months to complete the 350 hours allotted for this project. The original completion date we had indicated was November 1, 2024 but with the delay in finding an appropriate intern, we feel this deadline is likely to push out to around the end of January, 2025. Once we have the candidate on board, I will confirm the expected deadline. To date, no funds have been spent of the grant since it helped cover the cost of the intern.

Please let me know if I need to complete anything else for you at this time.  
Sincerely,

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