

ACLU National Office Archives, New York, NY

The Archives and Records Management Office of the ACLU National Office, located in downtown Manhattan, is seeking an intern for the spring of 2016.

The ACLU National Archives maintains records from the founding of the organization in 1920 and does its part to support the ACLU's mission to defend the U.S. Constitution, in particular the Bill of Rights. The primary goal of the Archives is to ensure access to our paper and electronic records through the application of sound records management and archival principles. In collaboration with the administrative, financial, legal, technical, and business staff of the organization, we seek to store, manage, and retrieve records throughout their life cycle, from creation to either disposal or retention. In addition to the 2,000 cubic feet of records we keep onsite, we have an extensive collection of ephemera, publications, photographs, and audiovisual materials.

We are looking for interns to assist on a variety of projects, including, but not limited to:

- Digitizing paper collections
- Processing archival collections
- Cataloging
- Updating existing finding aids for ongoing collections
- Developing research and reference skills

Additional projects will be assigned to interns based upon their interests and experience. Students with an interest in archives and records management centers in non-traditional library settings are encouraged to apply.

We are asking for a commitment of 1 day a week, 9:30-5:00, Monday - Friday. Candidates must be enrolled in an MLS/MLIS program. Arrangements may be made with the student's school for a work/study stipend or course credit.

Interested applicants should send resume and cover letter or direct any questions to:

Kristen Kennedy, Associate Archivist and Records Center Coordinator
kkennedy@aclu.org

The ACLU Offices are located at:
125 Broad Street
New York, NY 10004