

## **Lesbian Herstory Archives Internships**

The [Lesbian Herstory Archives](#) (located in Park Slope, Brooklyn, NYC) is looking for graduate and undergraduate students who are interested in library and/or archives studies with a demonstrated interest in Lesbian Studies, Women's History and LGBT Activism.

We have a number of exciting projects for the upcoming academic year working with video and audio collection cataloging, digitization and preservation, metadata management, processing special collections and cataloging books and periodicals. There will also be the opportunity to plan exhibits or events and to attend workshops and classes.

Interns will get to meet professionals in a wide variety of analogous fields and have many networking opportunities including site visits and guest lecturers.

All internships at LHA are unpaid. Volunteers are always welcomed. Retirees are encouraged to apply.

### **What We're Offering**

- Interns will have the opportunity for practical application of archives and library skills.
- Course credit and letters of recommendation or references
- Interns will also receive the opportunity for experiences outside of LHA
- Interns will be supervised by professional librarians and other archives staff who specialize in the fields of photography, archival practices, graphic design and non-profit management.

### **Required**

- A demonstrated interest in Women's Studies, Lesbian Studies, Women's History (scholarship, activism, artistic expression)
- Available for a minimum of 16 hours per week (2 full week days)
- Experience working in a Library, Archive, Museum or Historical Society environment.
- Familiarity with library practices, cataloging and archival processing
- Customer service experience
- Skilled in the use of MS Office and/or Google Docs in a Windows PC environment.

### **Preferred**

- Completion of core library courses or at least 1 full semester of library school.
- Web development skills
- Experience working with an online content management system

## COLLECTION AREAS

- **Periodicals –**

Intern will process incoming newspapers, newsletters, journals and magazines, zines and update cataloging records as well as prepare collections for digitization where necessary.

- **Special Collections -**

Interns will process collections and create electronic finding aids, staff the reference desk and provide researcher assistance.

- **Photography & Graphics -**

Interns will assist with the processing digitization and cataloging photographs and graphics.

- **Video -**

Interns will process and catalog film /videos including relabeling and shifting collections.

- **Audio -**

Interns will assist with the cataloging, digitization, indexing and re-housing of audio tapes.

- **OPAC Development Team -**

Interns will perform database cleanup in a variety of collections and contribute to the design, testing and public launch of the LHA's Online Public Access Catalog (OPAC).

- **Programming & Development -**

Interns will have the opportunity to research and write grants, create fundraising campaigns, write press releases, plan special events do outreach to the public.

## APPLICATION PROCESS

*Applications accepted on a rolling basis. Please read the instructions below very carefully.*

Candidates must submit

- **Cover Letter** (indicating relevant interests/activities and availability)
- **Resume** (indicating relevant skills and experience including academic work)

Both documents **must be converted to a PDF** and submitted to

[lha\\_interns@earthlink.net](mailto:lha_interns@earthlink.net)

Include the word "**Internship**" and semester for which you are applying in the **subject** line.

**NOTE:** LHA cannot provide housing for interns. LHA will provide confirmation of internship acceptance for candidates who may need this documentation to accompany a grant or fellowship application.

### **About The Lesbian Herstory Archives**

In operation since 1974, [The Lesbian Herstory Archives](#) is home to the world's oldest and largest collection of archival, bibliographic and multimedia materials by and about the diverse lesbian experience.

LHA is, and has always been, an all-volunteer run, 501(c)3 , non-profit educational organization with no paid staff and no government support. We rely upon individual donations and private foundation support.

We offer research assistance to academics, artists, filmmakers authors, individuals and classes. We also provide tours, exhibits in-house events and a semester-long Lesbian Studies course. Our open hours are listed on our website in the "Calendar" section. Please visit us to browse, do research or volunteer any time we are open.