

N-Y Historical Society

The Archives Intern will work under the supervision of a Project Archivist to process a record group or other significant portion of New-York Historical Society's institutional archive. The internship emphasizes archival description, including writing administrative history, scope, arrangement, and other notes for the records; identifying significant content in the archival material; documenting the records in the collection management system, Archivists' Toolkit (AT); generating a DACS-compliant finding aid using AT; and establishing name and subject access terms with controlled vocabularies. The internship will also involve some physical processing, including arrangement of the records and basic conservation practices.

For more information on The New-York Historical Society internship program please use this link <http://www.nyhistory.org/education/internships/college-and-graduate-internships>

Please see full job posting for qualifications, requirements, and information on how to apply. <http://apply.interfolio.com/32635>