

Poets House

Poets House, a non-profit library and literary center in lower Manhattan with over 60,000-volume of non-circulating poetry books, chapbooks, multimedia and related material, is looking for interns and volunteers starting immediately.

An internship with Poets House offers you hands-on experience in a special collection library, access to our extensive collection of rare items, and an opportunity to attend programs and lectures offered by Poets House. Volunteers and interns are generally scheduled for a minimum five-hour shift, sometime during our regular weekday hours, Tuesday-Friday, 11:00am – 7:00pm.

Tasks include but are not limited to:

- cataloging new donations and backlog of journals, books and multimedia
- updating catalog records
- special cataloging projects
- writing thank you letters for donations, shelving, and other general library maintenance
- shelf checking
- answering reference questions
- researching new poetry titles for our annual exhibition, the Poets House Showcase (<http://poetshouse.org/programs-and-events/ph-showcase>)
- occasionally giving brief tours of our space

Qualifications:

- experience with Koha and OCLC Connexion
- working knowledge of MARC
- friendly open personality
- appreciation or love of poetry

Poets House has a small staff, and an intern's responsibility is on par with that of a full time staff member. Only interested candidates need apply. This is an unpaid internship opportunity.

Candidates are invited to send resumes to: Reginald Harris:
reggie@poetshouse.org

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