

The Metropolitan Museum of Art
Unpaid Internship Opportunity – Archival Processing

The Metropolitan Museum of Art seeks an unpaid intern in the spring 2016 semester to gain hands-on processing experience and academic credit working with the archival records of American couturier Charles James.

Experience

- Must currently be enrolled in an MLIS/MA program, with an emphasis on archives/special collections
- Must have completed introductory coursework on archival arrangement and description
- Coursework or experience in paper conservation preferred
- An interest in 20th century fashion and costume history preferred
- No previous processing experience required

Duties

Working under the supervision of the Senior Associate for Archival Processing:

- Assess collection of approximately 40 oversized scrapbooks and portfolios for conservation needs and housing requirements
- Perform basic conservation and rehouse collection
- Create inventory and write contextual information
- Enter descriptive information into Archivists Toolkit database

Schedule

- 12 hours per week for 10 weeks
- To be scheduled weekdays, between 9.30 and 5.30

Please respond via the Metropolitan Museum's online internship page:

<http://www.metmuseum.org/research/internships-and-fellowships/internships/internships-for-college-and-graduate-students/fall-and-spring-semester-internship-program>

Application deadline: November 1, 2015