

The Museum of the City of New York

The Museum of the City of New York seeks student interns to work in conjunction with a project to process, catalog, digitize, and rehouse the Ephemera Collections of the Museum of the City of New York. The interns will report to the Museum's Associate Director of Collections & Manuscripts Archivist to process over 6,500 objects in order to prepare them for digitization. Tasks include, but are not limited to conducting condition assessments, recording dimensions and locations, and re-housing. Interns will be trained by the Project Manager, and have the opportunity to become familiar with the Cataloging Cultural Objects (CCO) data content standard, gain experience in object handling, and obtain first-hand knowledge of the steps involved in a large digitization process. Interns will also create complete catalog records with descriptive and physical metadata for those objects excluded from the digitization process that will not be accessible to the public online, but only onsite.

Appropriate candidates will be currently enrolled in Master's program in Information and Library Science, with at least some coursework in archival studies. Preferred skills and qualifications include previous coursework working with cultural objects; familiarity to CCO data content standard; knowledge or demonstrated interest in New York City history; exposure to collections management systems such as ARGUS, PastPerfect, MuseumPlus, or TMS; and experience handling fragile objects.

The Internship requires a minimum commitment of one full day a week (7 hours), scheduled during the Monday - Friday workweek for the duration of a semester. Internships are unpaid. Preference will be given to students completing the internship for course credit.

To apply: Please send a cover letter and resume to Lindsay Turley, Associate Director of Collections, via email at lturley@mcny.org .

Founded in 1923 as a private, non-profit corporation, the Museum connects the past, present, and future of New York City. It celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. It serves the public through exhibitions, school and public programs, publications, and collections. The Museum of the City of New York is an Equal Opportunity Employer.