

## **Brooklyn Historical Society, Reference and User Services Internship**

The Library & Archives department of Brooklyn Historical Society (BHS) seeks a Reference and User Services Intern for spring semester 2017.

BHS's reference and user services internship is a long-standing program with a proven track record providing interns hands-on experience in a special collections reading room. Alumni of the program have gone on to hold professional library and archives positions at many renowned academic, governmental, and cultural institutions in New York City and beyond.

### Responsibilities:

Under the supervision of the Reference Librarian, interns:

- staff the reference desk and supervise the library reading room
- answer in-person, email, phone, and mail reference questions
- help users make appointments for archival research
- welcome museum visitors to an interior landmarked library
- gather user services assessment data
- create new or enhance existing online subject guides

### Requirements:

Commitment of Wednesdays and Thursdays from 9:30 am – 5:00 pm for the spring 2017 semester. Availability through summer 2017 preferred. The ideal candidate demonstrates reliability, punctuality, attention to detail, and follow-through. They are patient, helpful, and energetic when working with the public.

Candidates must be enrolled in a graduate-level history or ALA-accredited library science/archives program. Competitive candidates will have already completed coursework in reference and user services. An academic focus or some experience with special collections and archives is preferred.

Additionally, candidates must be able to lift and carry library materials and equipment weighing up to 40 lbs; to stoop, reach, walk up and down stairs; to stand and sit for prolonged periods of time; to work in a cold setting (60-65° F); and to work in conditions where dust and mold are sometimes encountered.

### Compensation:

Internships are unpaid and are intended to fulfill course credit requirements for internships and practicums. BHS staff ID grants free entrance to museums around New York City.

### How to Apply:

Please email resume and cover letter to [library@brooklynhistory.org](mailto:library@brooklynhistory.org) with the following subject line: [LastName] - User Services Internship. Applications will be reviewed immediately.

### About Brooklyn Historical Society:

Founded in 1863, Brooklyn Historical Society is a nationally-recognized urban history center dedicated to preserving and encouraging the study of Brooklyn's extraordinary and complex history. BHS is a vibrant museum, a world-renowned research library, a cutting-edge education center, and a hub for community dialogue. Located in a landmark 1881 building designed by architect George Browne Post, BHS welcomes both residents and visitors from around the world to learn about Brooklyn's past, present, and future.

*Brooklyn Historical Society is an Equal Employment Opportunity employer.*

*Brooklyn Historical Society is dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.*