

The Metropolitan Museum of Art
Unpaid Internship Opportunity – Archival Processing

The Archives at The Metropolitan Museum of Art seeks an unpaid intern in the spring 2017 semester to gain hands-on processing experience and earn 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 conservation preferred
- An interest in 20th century fashion and costume history preferred
- No previous processing experience required

Project description

Working under the supervision of the Senior Associate for Archival Processing, this intern will:

- Assist with import of Excel spreadsheet data into Archivists Toolkit database
- Survey collection's three-dimensional materials, suggest possible appropriate housing
- Enter descriptive information on three-dimensional objects into Archivists Toolkit database
- Participate in weekly Education programs with interns and staff from across the Museum

Schedule

- 120 hours: 12 hours/week for 10 weeks, or 10 hours/week for 12 weeks
- To be scheduled weekdays at the Metropolitan Museum, between 10 am and 5.00 pm

For more information about the Metropolitan Museum's internship program, visit:

<http://www.metmuseum.org/about-the-met/internships/undergraduate-and-graduate-students/fall-and-spring>

Direct application link: <https://app.wizehive.com/appform/login/universitystudentsinternship>

On your application, please specify Museum Archives as the Museum Departments/Divisions you are interested in, and mention this notice in the section "How did you hear about The Met's internship program?"

Application deadline: October 16, 2016