

## NEW YORK CITY HEALTH + HOSPITALS ARCHIVE INTERNSHIP

New York City Health + Hospitals is the nation's preeminent public health system. Including its antecedent forms, it has served the City for almost 300 years. The Fund for Health + Hospitals has initiated a Heritage Project to identify, gather, and organize into an archive materials related to the public hospital system serving New York City. This repository will trace the individual development and contributions of each facility and ensure ongoing visibility of their many contributions to public health.

**Job Description:** Working under the supervision of the Heritage Project Director, interns will be assigned one or more hospital collections as a focused project. Duties will include:

- ❖ Surveying and processing the historic materials of each public hospital
- ❖ Using an electronic database to catalog artifacts, photographs, documents, books, audio/visual recordings and other collection items
- ❖ Researching history and provenance of artifacts via traditional means as well as electronic search methods
- ❖ Preparing a finding aid according to national standards for DACS (Describing Archives: A Content Standard) and EAD (Encoded Archival Description).

**Qualifications:** Current graduate students or recent graduates from an accredited Library and/or Information Science program with a strong interest and relevant experience in archives and museum studies are encouraged to apply.

Desirable Qualifications:

\*Extremely organized and detail-oriented.

\*Knowledge of issues regarding preservation, conservation, and archive/collection development.

**Position Duration:** Project will continue through 2017. Spring internship session begins in February 2017 and end in May 2017. Interns will be expected to work during normal business hours (typically Monday through Friday, 9:00am to 5:00pm) at no less than 10 hours per week.

**Location:** New York City Health + Hospitals/Bellevue

**Pay:** Internships will be given for course credit.

**Application Process:** A short cover letter and resume outlining your qualifications and interest in this position should be sent via e-mail to [dinningd@nychhc.org](mailto:dinningd@nychhc.org). List **Collections Intern** in the subject line. Please, no phone calls.