

American Jewish Joint Distribution Committee (JDC)

The American Jewish Joint Distribution Committee (JDC) Archives is offering an exciting experiential education opportunity to assist with artifact cataloging and preservation. Train on best preservation and storage practices, while understanding how to house and handle items from our special collections. The JDC Archives collection of artifacts and ephemera contains hundreds of works ranging from posters and illuminated records to precious artwork and gifts from Jewish communities around the world. These treasures offer a rich historical overview of JDC's relief activities over the past century in 90 countries.

Responsibilities include:

- Rehouse and describe unprocessed artifacts
- Conduct contextual research using the Archives.
- Database cleanup, such as completing preexisting records and conducting quality control on file names, translations, and attachments

Duration:

- 1 - 2 days a week
- 4 - 6 month commitment beginning this spring/summer

Qualifications:

Familiarity with database procedures; detail-oriented with an interest in art history, museum studies, Jewish history, or archives.

All opportunities are unpaid, but may be taken for course credit. Please send your resume and cover letter including information on availability to archivesinterns@jdc.org, subject 'Archives Artifacts Interns – Full Name'. Applications are accepted on a rolling basis.