

N-Y Historical Society
Archives Intern (Paid Internship)

The Archives Intern will work under the guidance of a staff archivist to process one or more manuscript collections held in the Library of the New-York Historical Society. The internship emphasizes archival description, including writing historical, scope, arrangement, and other notes for the collection; identifying significant content in the archival material; establishing name and subject access terms with controlled vocabularies; documenting the records in the collection management system; and generating a DACS-compliant, online finding aid using that system. The internship will also involve physical processing, including arrangement of the materials and basic conservation practices, such as rehousing. The intern will produce a final product, a finding aid, that will be both a culmination of their academic and internship experience and a concrete sample of work done that can be used as they seek jobs or continue their academic careers.

To be eligible for the internship, the candidate must be currently enrolled in, or a recent graduate of, an MLIS or equivalent program with a concentration in archives; must have completed at least an introductory archival course; and have a general familiarity with and interest in U.S. history.

The New-York Historical Society Internship Program

The New-York Historical Society is offering full-time summer internships in both our museum and library divisions. College and graduate interns will experience unparalleled career development and cultivate fruitful professional relationships. Each week, interns will participate in a lunchtime meeting featuring lectures from various New-York Historical Society employees, and attend an outing to other cultural institutions in the New York area. Participants are required to work 35 hours a week, Monday-Friday, 9:00-5:00. The Summer Internship Program runs for eight weeks, from June 5th to July 28th. The successful applicant for the Archival Intern position will be paid a \$3,000.00 stipend.

Application Deadline: Friday, March 24th, 2017 at 3 pm. Please go to <http://www.nyhistory.org/education/internships/college-and-graduate-internships> for further information about the program, application requirements and the on-line application process.

For questions about the internship program, please contact internships@nyhistory.org.