New York City Transit Museum

The New York City Transit Museum Archives Department seeks a paid intern to begin as soon as possible.

The New York Transit Museum Archives collects historical documents relating to New York City mass transit from the mid-nineteenth century to the present. These records and documents include photographs, moving image materials, maps, posters, engineering drawings, books and serial publications, reports, proposals, records of legal proceedings, correspondence, and other materials. The archives preserves and catalogs these materials and makes them available to researchers from the public, from the New York Transit Museum, and from within the NYCTA and other MTA agencies. The archives provide reference services by telephone and mail, conducts research, supports all Museum staff functions (exhibitions, programs, development, retail operations, outreach) and initiates publications that provide historical information to the public.

Primary job responsibilities:

Assist in the processing of incoming collections of historical records including maps, posters, photographs and the inventory of library materials; catalog collection and series level records for incoming donations in the archives PastPerfect collection management database; create paper based collection descriptions and finding aids for record series'; scan images for image management database, and assist with reference inquiries from both internal MTA personnel as well as the general public.

Qualifications and experience:

Applicants must be enrolled in a graduate program for the Spring and Fall 2017 semesters. Work is available 28 hours per week during the school year and 35 hours during the summer and winter breaks only. The pay rate is based on the semester you are in and includes a free Metrocard. Students in archives management, library and information science, records management, museum studies, conservation/preservation, history, or urban studies who have had coursework or experience in archives and artifact management, art handling, cataloging and classification, and historical research methods are encouraged to apply.

Resume Submission Deadline: March 31, 2017
Due to high volume of applicants only those candidates chosen for interviews will be contacted.
To Apply: please send Resume and Cover Letter to desiree.alden@nyct.com