

## Old Westbury Gardens

**Post Date: February 23, 2017**

**Application Due: March 31, 2017**

### Archival Processing Internship

Old Westbury Gardens seeks an Archival Processing Intern for the 2017 Summer Semester to assist with the processing of OWG archival collections. Candidates must be graduate students enrolled in a Master Degree Program in library and information science. An interest in American history, architecture, art or landscape design is desirable. This internship provides the chance to enhance skills in organization, multi-tasking, and acquire practical experience in a beautiful historic setting.

### Responsibilities

- Perform basic rehousing and minimal description or inventorying of photographs and glass slides
- Contribute to a finding aid; create additional access points and content guides
- Apply basic preservation techniques as necessary under supervision
- Assist with basic collection management including numbering of folders and boxes
- Entering information into collection management system

### Time Commitment

The internship generally spans from the end of May – August with activities carried out 21 hours per week (120 hours total at completion of the internship program), Monday-Friday, between the hours of 9 a.m. and 5 p.m.

### Compensation

Internships are unpaid and intended to fulfill course credit requirements for internships.

All internship applications must be submitted via email to [LGilligan@OldWestburyGardens.org](mailto:LGilligan@OldWestburyGardens.org).

Subject Line: Archive intern – Summer 2017

Submit PDF cover letter and resume. Include the following in your cover letter:

Your reasons for applying to Old Westbury Gardens archives including a statement describing how an internship would enhance your academic course of study

Your preferred dates and hours of availability (to be discussed if selected for an interview)

The name, professional affiliations, telephone numbers and email addresses of two references, at least one of which must be academic. No phone calls please.

### About Old Westbury Gardens

Old Westbury Gardens (OWG) is the former estate of John Shaffer Phipps and Margarita Grace Phipps. The two hundred acre site is listed on the National Register of Historic Sites and is composed of Westbury House (repository for the archives) and significant landscape design features. The house and grounds were designed by George A. Crawley and completed in 1906. The archives span from 1860 to the late 1950's including: correspondence between Henry Phipps, partner with Andrew Carnegie in U.S. Steel to his son, J.S. Phipps; expanding entrepreneurial opportunities in the early 20<sup>th</sup> century; and the lifestyles and responsibilities of managing a complex estate. OWG is open to the public April – December and welcomes visitors from around the world as well as engaging the Long Island community in immersive experiences of estate life.

**Old Westbury Gardens is an Equal Employment Opportunity employer.**