

## **Riverside Church Archives**

Archives Paid Intern (Graduate Student)  
Reports to: Archivist  
Summer 2017

### **The Riverside Church Archives:**

Covering 175 years of progressive church history, The Riverside Church Archives serves as the repository for Riverside's institutional archives and that of its predecessor churches. Types of materials include photographs, moving images, audio recordings, newsletters and other publications, records of church programs and events, and senior clergy sermons and papers. The Archives also contains several rare books, reaching as far back as 1493. The Archives is dedicated to ensuring that Riverside's history of social justice and action, benevolence, cultural endeavors, and commitment to open and inclusive theological thought and expression is made available for research and kept safe in perpetuity.

### **Internship Summary:**

The Riverside Church Archives is looking for an intern to process the Riverside Radio (WRVR), 1961-1976 documents collection. WRVR's broadcast history included theological and religious programming, along with a considerable amount of public affairs programming with discussions involving civil rights, social justice, the Vietnam War, politics, science, literature, and popular culture. The internship emphasizes archival arrangement and description, including writing a scope & content note, series descriptions, and establishing physical control for the collection. The intern will produce a finding aid. This is an excellent opportunity to learn skills used in the field and to put these lessons into practice.

### **Responsibilities:**

- Arrangement and description of the WRVR materials.
- Indexing name and subject terms, using controlled vocabularies.
- Basic conservation and preservation practices, such as rehousing.

### **Experience and Educational Requirements:**

- Must be a currently enrolled graduate student in a library/archives or related program.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office (Word and Excel).
- Extremely organized, detail-oriented.
- Ability to work independently and ensure work is accomplished in a timely and accurate manner.
- The ideal candidate will have studied subject matter related to one of the following areas: 20th century American history; library & archives; theology; civil rights; and social justice.

This internship runs through summer 2017. If interested, please send a cover letter, resume, and a short writing sample to: [moskowitz@trcnyc.org](mailto:moskowitz@trcnyc.org).

### **Compensation:**

Internship can be paid or applied to course credit.