

The Rock & Roll Hall of Fame

The Rock & Roll Hall of Fame's [Library and Archives](#) offers opportunities for intern experiences to students preparing for careers in libraries and archives. Interns will work closely with one of the Rock Hall's librarians or archivists to develop professional level skills that will prepare them for the workforce. Internships are done on a volunteer basis.

Internships* are offered in the following areas:

Archival Arrangement, Preservation, and Description

This internship provides the opportunity for a student to participate in archival processing and preservation work, such as inventorying, arranging and describing archival collections, entering data into an archival management system, helping to create an institutional disaster plan, and performing basic preservation work on document-based collections.

Cataloging and Metadata

This internship provides the opportunity for a student to work on projects to create and enhance bibliographic records in a library catalog and/or create metadata for digital collections. Such work may entail assigning subject and name access points, preparing descriptive summaries, and reviewing catalog records for accuracy.

Collection Development

This internship provides an opportunity for a student to participate in collection development activities in a music research library. Such work includes evaluating current materials and making recommendations for future additions to the collection. The student will gain an understanding of library users' needs, the constraints of physical space, various resources and tools used in collection development, and the budgetary considerations required of such decisions.

Digital Projects

This internship provides the opportunity for a student to work in support of digitization initiatives to increase access to collections through digitization and website access. Possible assignments include scanning, entering and editing metadata in a digital asset management system, preparing technical and administrative documentation, testing digitization workflows, and assisting with interface design, usability studies, and related web development activities.

Reference

This internship provides the opportunity for a student to support the archivists and librarians on staff in response to research requests. Such work may include searching the online catalog, research databases, print reference sources, and archival collections for researchers at a distance, as well as staffing the Information Desk to assist researchers in person.

Eligibility

An intern must currently be enrolled in a college or graduate school program. This intern should have completed coursework related to: Archives, Library and Information Science, Public History, History, Museum Studies or equivalent, and have excellent communication skills, both written and verbal. Internships are done on a volunteer basis; the Rock Hall does not offer compensation. Availability

to work 16 or more hours a week, up to 40 hours a week during the summer, for a minimum of 8 weeks, Monday–Friday, 9 a.m. to 5 p.m.

Requirements

- Basic understanding of archival arrangement and description
- Detail-oriented
- Skilled with computers and databases
- Ability to work independently and collaboratively

Application Procedures

Please submit the following to apply for an internship with the Rock & Roll Hall of Fame:

1. Cover letter and resume.
2. Letter of reference/recommendation from a professor in your field. (May be sent separately from the online application materials if necessary. Please submit to hr@rockhall.org.)
3. Personal Statement: a one-page summary describing what you hope to bring to the internship and what you hope to gain.

The deadlines for the Library and Archives internships differ from the other internships based on various programs. The deadlines are:

Spring: October 15

Summer: February 15

Fall: June 15

Please note, if you are doing an internship for credit and your academic program deadlines vary from this schedule, please contact us at library@rockhall.org to check for flexibility on these dates!

Not in school and still want to work with us? Become a [Roadie](#) to volunteer!

**Rock Hall Library & Archives Internships are located at the 2809 Woodland Avenue, Cleveland, OH 44115.*