

## American Academy in Rome (AAR)

The American Academy in Rome (AAR) is seeking a part-time Archival Processing Intern to assist the Archivist in the arrangement, processing, and description of the Academy's institutional records, for their eventual deposit to AAR's collection at the Archives of American Art (see: <http://www.aaa.si.edu/collections/american-academy-rome-records-6320>).

### The Archival Processing Intern will:

- Create descriptive metadata at folder level using ArchivesSpace for 13 linear feet of pre-processed files
- Assist with the moving/retrieving of archival boxes, when necessary
- Assist with the surveying, arrangement, and description of unprocessed materials, including rehousing of materials in acid-free folders and minor conservation efforts.

Candidate should currently be a graduate student enrolled in a MLIS/Archival program, or a recent graduate within the field. The successful candidate should have knowledge of metadata databases such as Archivist's Toolkit and/or ArchivesSpace and prior experience processing archival collections. Ability to lift/carry boxes weighing up to 40 lbs. is also preferred.

This is a paid position of \$15.00 an hour. Candidate should be available at least one day/seven hours per week to start, preferably a Tuesday or Thursday, for a 3-month duration with the possibility of increasing to two days per week and additional months. Start date is immediate.

For consideration, please send cover letter and resume to [archives@aarome.org](mailto:archives@aarome.org) with Archival Processing Intern in the subject line.