

Archives Internship at the Guggenheim Museum Archives
Summer 2016

The Guggenheim Museum Archives seeks a current or recent MLS graduate student for its Summer 2016 internship. This internship is full-time beginning on June 1 and ending on August 12.

Responsibilities may include:

- Arrange and rehouse collection materials and apply basic preservation methods as necessary under supervision.
- Prepare descriptive inventory and finding aid information including box and folder lists in ArchivesSpace.
- Assist with digitization and metadata entry according to established procedures.
- Work with staff to establish and carry out Records Management workflow and procedures
- Contribute content for monthly newsletter and Findings blog.
- Assist with onsite research appointments and other duties as assigned.

Requirements:

- Current or recent Masters of Library Science student with a specialization in archives
- Knowledge of basic archival principles of processing, arranging and describing collections
- Familiarity with ArchivesSpace, EAD, and XML desired
- Experience or coursework in Records Management preferred
- Knowledge of modern and contemporary art a plus

Background:

Established in 1973, the Solomon R. Guggenheim Museum Archives exists to collect, preserve, and provide access to all historical documentation of the Solomon R. Guggenheim Foundation (SRGF) and the records related to the history and activities of the Solomon R. Guggenheim Museum (SRGM) for the purpose of administrative support and historical research. The Archives traces the development of Solomon R. Guggenheim's private collection and SRGF and actively collects materials on the history of SRGM in New York from its inception in 1939 as the Museum of Non-Objective Painting on East 54th Street, to the present as the Solomon R. Guggenheim Museum on 1071 Fifth Avenue.

If interested, please send a resume, cover letter, and two (2) references to:

Tali Han

Assistant Archivist

Solomon R. Guggenheim Museum

libraryandarchives@guggenheim.org