

Institution: Sisters of Our Lady of the Christian Doctrine / Archives of the Archdiocese of New York

Position: Archives Intern, Summer 2016 (paid)

The Roman Catholic religious community of the Sisters of Our Lady of the Christian Doctrine (RCD) is in the process of transferring their community's records from their motherhouse in Nyack, New York, and Fordham University to the Archives of the Archdiocese of New York, located in Yonkers, New York. The RCDs were founded as a community in 1910, establishing Madonna House, a settlement house in New York City's Lower East Side. As the value of the work the Sisters were doing became more apparent, the community sent sisters to South Carolina, Florida, and New Hampshire, among other places. In 1924, the Sisters bought property in Nyack, New York, to be used as a camp for children and the poor from Manhattan.

The Archives of the Archdiocese of New York houses the historical records of the people, institutions, and associations of the Archdiocese.

Project Description: Some records of the community were transferred to the Archives at Fordham University, while others remained at the community's Nyack location. Now, all the records are going to be merged into one collection at the Archives of the Archdiocese of New York.

The Archives is looking for an intern to:

- Complete a collection survey of the material remaining at the Nyack location
- Make a recommendation about what material has archival value and should be transferred to the Archives
- Create a processing plan to merge the material from Nyack and from Fordham into one new, comprehensive collection
- Include in the processing plan notes about the condition of the material from both locations
- If time permits, begin implementing the processing plan and create a finding aid

Qualifications: The Intern will work under the supervision of the Archivist of the Archdiocese of New York, and will be expected to consult with the superior of the Sisters of Our Lady of the Christian Doctrine. The intern is expected to be familiar with the fundamentals of archival organization and description as well as physical processing and should feel comfortable identifying significant archival content. Candidate must have completed or be currently enrolled in an archives and / or library science program with a concentration in archives.

Must be able to commit at least one day per week (9:00 - 5:00) from mid-May through August, but specific hours and days will be arranged with the intern.

This internship is paid.

Please note that the work will take place in Nyack and Yonkers. Preferable for candidate to have their own transportation, but public transit options are available.

To apply, please send a cover letter and resume to Kate Feighery at kate.feighery@archny.org.