

**N-Y Historical Society
Archives Intern**

Job Description:

The Archives Intern will work under the supervision of a Project Archivist to process a record group or other significant portion of New-York Historical Society's institutional archive. The internship emphasizes archival descriptions, including writing administrative history, scope, arrangement, and other notes for the records; identifying significant content in the archival material; documenting the records in the collection management system, Archivists' Toolkit (AT); generating a DACS-compliant finding aid using AT; and establishing name and subject access terms with controlled vocabularies. The internship will also involve some physical processing, including arrangement of the records and basic conservation practices. The position is ideal for someone currently in their archival studies or for a new graduate looking for a valuable experience as they enter the profession. To be eligible for the internship, the candidate must be currently enrolled in, or a recent graduate of, an MLIS or equivalent program with a concentration in archives; and must have completed at least an introductory archival course.

Program Requirements:

Participants are required to work 35 hours a week. Each week, interns will participate in a lunchtime meeting featuring lectures from various N-YHS employees, and attend an outing to other cultural institutions in the NYC area. The Summer Internship Program runs for eight weeks beginning June 6, 2016 through August 5, 2016.

Deadline for Application: March 1, 2016

Application: Please see <http://www.nyhistory.org/education/internships/college-and-graduate-internships> for full program and job description. Please apply on-line at <http://apply.interfolio.com/33955>.