



## **ARCHIVES INTERNSHIP ANNOUNCEMENT**

**Position:** Archives Internship

**Salary Range:** This is an unpaid position. Interns will receive a complimentary year of membership to the New York Civil Liberties Union.

**Location:** New York Civil Liberties Union, 125 Broad Street, NY, NY 10004

**Applications:** Applications will be reviewed until the positions are filled.

The NYCLU is a statewide organization dedicated to the protection and enhancement of civil liberties and civil rights for all New Yorkers. Summer 2016 archives interns will mainly focus on digitization projects and maintenance of the NYCLU's permanent onsite collections, as well as assisting in the processing of records boxes, under the supervision of the Archives & Records Manager.

### **Summary of Position:**

The NYCLU is about 4 years into its archives and records management program, the initial phase of which involves processing a backlog of material housed in offsite storage. Much of this material is being transferred to a university archive, where NYCLU records are being opened to researchers for the first time in its 65 year history. As we near the end of processing this backlog, we have appraised certain material to have high historic value that we would like to also maintain copies of onsite.

We are looking for 1-2 interns to help with this phase of the project. Each internship will be custom tailored to the needs of the NYCLU and the skills and interests of the intern. The various duties assigned may involve digitization, cataloging, and general maintenance of the NYCLU's permanent onsite collections. Interns will gain hands on experience digitizing, weeding, arranging, appraising, cataloging and general processing of archival material. Additionally, interns will be exposed to the records management program and will be asked to occasionally assist with record management tasks. The internship is unpaid, but may be taken for course credit.

### **Qualifications:**

- Must be currently enrolled in an MLS/MLIS program, or other graduate program in an archives related field.
- Must be able to commit to at least 1 day per week, 10:30-5:30 (Monday-Friday).
- Successful applicants should have an interest in archives and records management centers in non-traditional library settings.

- Some knowledge of legal documents and/or records management is a plus.
- Able to commute to the NYCLU's main office in lower Manhattan or occasionally a records storage facility in Brooklyn if necessary, and be able to lift heavy records boxes.

Applicants should email their cover letter and resume to [jobs@nyclu.org](mailto:jobs@nyclu.org) with “**Archival Internship**” in the subject heading. Applications will be reviewed until the positions are filled.

*The NYCLU is proud to be an affirmative action/equal opportunity employer and encourages all applicants regardless of race, sex, gender identity, age, disability, religion, national origin or sexual orientation. We are committed to having a workforce that reflects the diversity of the population that we serve at all levels within the organization.*