

Trinity Wall Street Archives

Summer 2016 Internship - Trinity Wall Street Archives Full-time, Paid Position Available

Trinity Church on Wall Street has been at the center of life in lower Manhattan since before the nation was formed. Established by royal charter in 1697, Trinity is a vibrant Episcopal parish comprising Trinity Church, located at Broadway and Wall Street, and St. Paul's Chapel, a few blocks north on Broadway at Fulton Street.

Today, the collective organization is known as Trinity Wall Street, which includes the global and local Trinity Grants program; Media Operations, which webcasts church services and public events; Trinity Preschool; and an extensive arts program presenting many public concerts each year.

INTERNSHIP OPPORTUNITY: For Summer 2016, Full-time, 9 weeks (June 9 - August 8) internship program.

ARCHIVIST INTERNSHIP

Internship will expose the intern to a variety of tasks performed by the archivists at Trinity Wall Street, which may include:

- o Arrange and house collection materials and apply basic preservation methods, as necessary, under supervision.
 - o Create descriptive inventory and finding aid information in MS Access Database.
 - o Work with staff to conduct research and respond to reference requests, as assigned.
- ? Intern will also assist with Trinity's docent program, which may include:
- o Provide support with research and design of new docent tours of Trinity Church or St. Paul's Chapel.
 - o Lead tour(s) of Trinity Church or St. Paul's Chapel, as needed.

REQUIRED SKILLS:

Current Masters of Library Science student with a specialization in archives.

? Knowledge of basic archival principles of processing, arranging, and describing collections.

? Interest in American History and learning about the history of Trinity Church and St. Paul's Chapel (, preferred?) ? Efficiency and attention to detail ? Computer literate, familiarity with MS Access Database a plus ? Self-starter ? Manages time well

To apply, send cover letter and resume to

twintern@trinitywallstreet.org<<mailto:twintern@trinitywallstreet.org>>