

Yellowstone National Park Archives

Yellowstone National Park Archives is seeking an intern for summer 2016. The intern will gain practical experience working in the archives field and will be mentored by professional staff. The intern will function as an entry-level employee and will be expected to conduct himself/herself with professional dress and demeanor and adhere to a 40-hour work week as determined by the supervisor. Duties will include assisting with processing: arranging, preserving, and describing archival collections in the park's collections management database. The intern will also spend time at the reference desk, providing reference assistance and security oversight of collections in use, as well as contributing to outreach programs such as facility tours. The intern will be an integral part of the archives staff for the summer and will be involved in all aspects of the archives program. The intern will be supervised and evaluated by the park archivist.

Qualifications: Applicants must be currently enrolled in a graduate archives program OR a student who has graduated within the last year. You must be able to prove that you are a current student or recent grad.

Stipend: Interns will be paid a stipend of \$3000, plus housing, via our partner the Yellowstone Park Foundation.

Duration: The positions are full-time (40 hours per week) for 10 weeks, with the schedule and starting date negotiable.

Housing & Transportation: Shared park housing is assigned for this position. There is no public transportation; an automobile is required for transportation to and from work.

Application Procedure: Applicants must submit the following:

- Cover letter detailing relevant previous and current coursework, previous practicum or internship experiences, related work experience, and what you hope to gain from this internship.
- Resume, detailing the following: collections processed, if any, with details such as type, size, formats, processing level(s) applied, and any standards, authorities, or schema used.
- List of three professional references and contact information
- Unofficial copy of your graduate transcript or other document showing courses taken, grade received, and current courses enrolled.

Application Deadline: Application materials must be received via email or postmarked no later than February 17, 2016.

Contact: Anne L. Foster, Archivist

Email: anne_foster@nps.gov

Mailing Address: P. O. Box 168, Yellowstone National Park, WY 82190

website: <http://www.nps.gov/yell/historyculture/archives.htm>

Security: Since 9/11, the federal government has required background investigations on all employees using computers, including interns and volunteers. The successful applicant must complete a background investigation form and be finger-printed by a law enforcement agency.

EEO Statement: The Yellowstone National Park is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, sexual orientation, non-disqualifying handicap conditions, or any other non-merit factors.

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Archivist
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