

Archival Processing Internship

Brooklyn Historical Society seeks an Archival Processing Intern for the 2016-2017 academic year to assist with the processing of BHS archival collections. Candidates must have taken at least one course in archival concepts, or be enrolled in an archival course during their first semester of the internship to be eligible for the position.

Responsibilities

- Perform basic rehousing and minimal description or inventorying.
- Contribute to a finding aid; create additional access points and content guides.
 - Apply basic preservation techniques to archival records, including encapsulating fragile material and rehousing oversized material.
- Assist with basic collection management, including numbering of folders and boxes.
- Arrange and describe a related collection, and author a finding aid in Archivist Toolkit.
- Intern will be expected to contribute to BHS's blog.

Requirements

- Interns must be available one day a week (9:00am – 5:00pm) including an hour for lunch.
- Significant coursework towards the completion of a Masters in Library and Information Science with a specialization in archival studies and completion of an archival description courses.
- Demonstrated understanding of archival collections and principles of arrangement and description.
- Effective oral and written communication skills; ability to work both independently and as part of a team.
- Strong organization and time-management skills; attention to accuracy and detail is essential
- Ability to bend, reach, and lift boxes or volumes weighing up to 40 lbs.

Preferred Qualifications

- Previous experience working with CMS and ILS systems
- Previous archival processing and description experience, including an understanding of pragmatic and efficient processing procedures.
- Familiarity with EAD and DACS; and with the use and application of standardized vocabularies.
- Experience in developing local taxonomies.
- Knowledge or interest in Brooklyn history.

Compensation

Internships are unpaid and are intended to fulfill course credit requirements for internships and practicums. BHS staff ID grants free entrance to museums around New York City.

To Apply

Please email a cover letter and resume to library@brooklynhistory.org with a subject line of Processing Internship [last name]. Applications will be reviewed immediately. No phone calls please.

Anticipated start date is August 29, 2016.

About Brooklyn Historical Society

Founded in 1863, Brooklyn Historical Society is a nationally-recognized urban history center dedicated to preserving and encouraging the study of Brooklyn's extraordinary and complex history. BHS is a vibrant museum, a world-renowned research library, a cutting-edge education center, and a hub for community dialogue. Located in a landmark 1881 building designed by architect George Browne Post, BHS welcomes both residents and visitors from around the world to learn about Brooklyn's past, present, and future.

Brooklyn Historical Society is an Equal Employment Opportunity employer.

Brooklyn Historical Society is dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of any mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by federal or state law.

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July 15th, 2016

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