

Brooklyn Historical Society

Cataloging Intern

Description

The Brooklyn Historical Society is seeking a Cataloging Intern for a challenging and substantive, year-long cataloging internship. Reporting directly to the Digital Asset Associate, this position will entail enhancement of archival description using Archivists' Toolkit and the creation or modification of item-level catalog records using Past Perfect Museum Software. This position will also include writing and publishing blog posts related to the collection as it's cataloged. While a technical position, it offers a variety of tasks and access to rare materials within a historical museum and research library.

Responsibilities

- Create item-level records using Past Perfect Museum Software
- Modify collection-level record to accommodate digitized materials
- Special projects in support of photographic and archival collections
- Promote the collection through frequent blog posts

Requirements

- Candidate should have significant coursework towards completion of a Masters in Library and Information Science with a concentration in Archival Management, Museum Studies, Cultural Informatics, Digital Humanities, User Experience, or Digital Management for Cultural Heritage or Rare Books and Special Collections in the Digital World.
- Experience handling rare and delicate archival materials preferred
- Familiarity with Archivists' Toolkit, Wordpress, Past Perfect Museum Software preferred
- Completion of at least one course in archival description required

Compensation

A stipend will be provided for the duration of the internship.

The schedule is one day per week during normal business hours: Monday through Friday, 9am-5pm. Benefits include free admittance to NYC museums.

To Apply

Those with an interest in history, background in digitization, and work experience or formal training in library science/archival management should email a cover letter and resume to library@brooklynhistory.org with a subject line of Cataloging Internship [last name]

Anticipated start date is August 29, 2016

About Brooklyn Historical Society

This opportunity is funded by a grant from Gerry Charitable Trust to digitally preserve and catalog scrapbooks and photographs by Eugene L. Armbruster (1865-1943) that depict scenes from Suffolk County, Nassau County, and Kings County, New York. Armbruster was a Brooklyn-based amateur historian and photographer, publishing several books and pamphlets focusing primarily on the New York City area. Within this collection are approximately 1,440 individual photographs and seventeen scrapbook albums, containing over 4,000 pages. The intern will play an important role in making the materials widely accessible.

Founded in 1863, Brooklyn Historical Society (BHS) 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 special collections and archives 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 borough 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

The 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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