

Brooklyn Historical Society

Acquisitions Internship

Brooklyn Historical Society seeks an Acquisitions Intern for the 2016-2017 academic year to assist with the creation of accession records for recent acquisitions; preparation of incoming collections for Collection Committee review/approval; and preparation of the deeds of gift for formal addition to the collections at Brooklyn Historical Society. This is an opportunity to engage in the early stages of archival management with incoming collections, to correspond with donors, and consider intellectual property issues in a research environment prior to processing and access. Intern will gain familiarity with an accessioning as processing approach.

Responsibilities

Under the supervision of Julie May, Managing Director of the Library & Archives, intern will assist with the management of incoming collections from acquisition through processing including:

- Perform basic rehousing and minimal description or inventorying
- Modify templated deeds of gifts, taking into consideration the specifics of individual collections and donor specifications
- Complete the physical and electronic accession record with documentation, collection inventory, and location designation
- Manage incoming born-digital collections
- Create finding aids at a minimum processing level of description

Requirements

- Interns must be available 2 days a week (9:30 am – 5:30 pm)
- 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 course
- Demonstrated understanding of archival collections and principles of arrangement and description
- Familiarity with EAD and DACS; and with the use and application of standardized vocabularies
- 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
- Must be able to lift materials weighing up to 40 lbs; to work in a cold setting (60-65° F); and to work in conditions where dust and mold are sometimes encountered

Preferred Qualifications

- Previous experience working with CMS systems; preferably Archivists' Toolkit and/or ArchivesSpace
- Previous experience or knowledge about intellectual property issues in primary and secondary resource collections
- Knowledge or interest in Brooklyn history

Compensation

This internship is unpaid and intended to fulfill course credit requirements for an internship and practicum. 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 Acquisitions Internship [last name]. Applications will be reviewed immediately. No phone calls please.

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 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.

Posting Date

July 20, 2016