

The Chancellor Robert R Livingston Masonic Library Fall Internship

The Livingston Library seeks two accomplished graduate students (or recent graduates) for the library's fall internship program. This is a unique opportunity to intern at a small but active special library. The program runs from September through December with flexible start and end dates. Students must commit to two full days per week, Monday through Friday. The library is open Monday, Wednesday and Friday 8:30-4:30 and Tuesday and Thursday 12 -8pm. This is an unpaid internship that must be taken for school credit.

Students may choose to focus on one or a combination of the following aspects of librarianship:

-Archives: Students will learn how to process and re-house 19th and 20th century material with the end-goal of producing a finding aid which can be used by the student to exemplify their work in portfolios and job interviews.

-Genealogy: Students will learn how to use a variety of sources for genealogical research, including primary source manuscript material, card catalogs, and electronic databases.

-General Library: Students will have the opportunity to actively participate in daily library activities, including interacting directly with visitors and researchers, stack management, cataloguing, preservation and more.

-Digital Projects: Students may choose to help with on-going digitization projects, including digitizing material using state-of-the art scanning equipment, entering metadata, and learning how to organize information in a digital world.

Requirements:

- Currently enrolled in or recently graduated from an MLIS program.
- Interested in genealogy or in pursuing a career in genealogy librarianship
- Ability to work independently
- Ability to lift, bend, and reach boxes or volumes weighing up to 30 pounds
- Well-organized and detail oriented
- Must complete the internship for school credit
- Able to commit to a full semester.

How to apply:

Send your resume, cover letter, and availability to Morgan Aronson at mea@nymasoniclibrary.org . Check out our website www.nymasoniclibrary.org .