

FIT Library Special Collections & College Archives Internship Program

FIT Library - Special Collections and College Archives (SPARC) of the Fashion Institute of Technology (FIT)/SUNY has opportunities for paid or unpaid internships for spring, summer, and fall terms for undergraduate or graduate students. Internships encourage students to explore careers and tasks related to library science, archives, information management, curatorial, or fine and applied art history fields.

Internships are structured around unit projects and include (but are not limited to) the preparation of subject guides/finding aids, exhibitions (real and virtual), archives processing/preservation, biographies/unit or office histories, Web development, digitization projects, database management, etc. Interns work under the supervision and guidance of professional FIT Library SPARC staff and interns must schedule their work when accompanied by a SPARC staff member. Innovative project proposals from applicants may be considered.

General Internships

General internships are for undergraduate or graduate students. A background in fine and/or applied art history, costume history, materials preservation (especially paper and associated media), or library and/or archives studies is desirable. Solid research, analytical, computer, and writing skills are essential. Interns usually work 12-15 weeks, approximately 10-12 hours per week.

Intern projects could include:

- Transcribing oral histories and conducting background research on relevant personalities
- Exhibition research and planning, label and text preparation, exhibit installations
- Web tools enhancement projects, such as online exhibitions, document scanning, eNewsletter production, digital database management
- Processing and preserving archives or manuscript collections

Advanced Internships

Advanced internships are for graduate students in archival tracks and programs in library science or in fashion and textile studies; other disciplines may be considered. Depending upon the individual needs of the unit and the intern, a professional and focused experience in archives work may be structured around processing and preservation, descriptive practices and standards, collections management surveys, or digital collections. Solid research, analytical, computer, and writing skills are essential.

Advanced interns usually work 12-15 weeks, approximately 10-12 hours per week; however, if an incumbent's school has specific internship requirements, we will work with the program and comply with requirements as much as possible. Interns work under the supervision and guidance of



professional FIT Library SPARC staff and interns must schedule their work when accompanied by a SPARC staff member. Course credit may be given with the approval of the intern's academic institution – credit is not determined by nor awarded from FIT.

Our facilities and offices are housed on the fourth floor of the Goodman Resource Center on the FIT campus, located in Manhattan in the Chelsea neighborhood. We are easily accessible by train, bus or subway.

TERMS & DURATION

- Paid advanced internships offer \$20 per hour for the first 50 hours of a student's primary project-related experience; payment does not exceed \$1000 per term assignment.
- Unpaid general interns usually work 12-15 weeks on a part-time basis, approximately 10-12 hours per week.

How to Apply

Applications are accepted throughout the year and are encouraged to be submitted as soon as possible.

Your complete application package shall include:

1. Letter of interest
2. Application form (located at the end of this document)
3. Résumé detailing your experience, career interests, and internship goals
4. All academic transcripts (unofficial copies are fine)
5. Two (2) letters of recommendation

Inquiries about internships should be directed to (no telephone calls please):

Prof. Karen J. Trivette, MLS
Head of Special Collections and College Archives
FIT Library, Fashion Institute of Technology-SUNY
7th Avenue at 27th Street
New York City, NY 10001
USA
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FIT Library Special Collections and College Archives Internship Application

(PLEASE TYPE OR PRINT CLEARLY) For which internship program are you applying (check one):

General Advanced

1. Name (surname in capitals):

2. Mailing Address (Where you may be reached during application period.)

Street City State Zip Code

3. If temporary, add permanent address.

Street City State Zip Code

4. Telephone Numbers:

Current: (Where you may be reached during application review period.)

Permanent:

5. E-mail Address:

6. Citizenship (specify type of visa if not U.S. citizen):

7. Area of archival practice in which you would like more experience:

Appraisal Description Preservation Outreach

8. Dates which you propose for your internship (12 week span):

9. Do you read and speak English fluently?

Yes No

10. If you are a student, current academic status (year and major) and institution:

11. Degree expected, institutions, and anticipated dates of conferral:



12. All degrees held, institutions, and dates conferred:

13. Institution(s) from which academic transcripts are being sent:

14. Please list special skills, such as language, graphic design, or writing ,etc.

15. Names and addresses of two persons to whom you will send copies of your application with the request that they send references directly to FIT SPARC. If you are applying as a professional, one reference should be from your present employer.

1.

2.

16. How did you learn about the FIT SPARC Internship Programs?

17. Essay. Prepare an essay (in English) and append it to this application form. The essay should discuss why you are seeking an internship, especially as related to your academic or professional development and goals. Indicate the types or areas of work in which you wish to participate and/or experience and explain why the FIT SPARC staff and facilities are particularly well suited to your needs. The essay should be less than 1,000 words in length.

18. Signature

Date