

## The Andrew W. Mellon Foundation

The Andrew W. Mellon Foundation ("Foundation"), a non-profit organization that makes grants in five core program areas (higher education and scholarship in the humanities; arts and cultural heritage; diversity; scholarly communications; and international higher education and strategic projects), seeks an Archives Intern. The Archives Intern will participate in a 4-month, part-time position in the Nathan Marsh Pusey Library.

### Position Details:

Working within the Foundation's library, the intern will gain experience in archival arrangement and description by processing a set of organizational records, and will use tools such as ArchivesSpace to support this work. The intern will also have the opportunity to engage in historical research and to develop educational material for staff outreach. This internship is ideal for the student seeking experience working with archives in a non-profit organization.

### Responsibilities

- \* Arrange and rehouse a series of the Foundation's archival files.
- \* Compile descriptive grants information and folder lists in Excel to be transferred to ArchivesSpace. As time permits, intern may begin researching/creating descriptive items for Finding Aid in ArchivesSpace.
- \* Research historical information related to the Mellon Foundation and its predecessors and prepare documentation for the Foundation's intranet.
- \* Investigate timeline applications, recommend an application, and create an interactive timeline for inclusion on the Foundation's intranet.
- \* Rehouse and describe Foundation photo collections, and assess for possible inclusion in archives.

### Qualifications

- \* Current or recent library science graduate student, preferably with a specialization in archives.
- \* Knowledge of basic archival principles of processing, arranging, and describing collections.
- \* Familiarity with basic preservation techniques for archives.
- \* Knowledge or interest in philanthropy a plus.
- \* Experience with Excel.
- \* Related skills: excellent verbal and written communication, attention to detail, strong organizational skills, and the ability to work independently.

The Foundation is an equal opportunity employer that offers a competitive salary and excellent working conditions.

We will consider each response carefully, but only contact those individuals we feel are most qualified for the position.

To Apply: Please send resume and cover letter to [ArchiveIntern@mellon.org](mailto:ArchiveIntern@mellon.org)