

The Riverside Church Archives

Covering 175 years of progressive church history, **The Riverside Church Archives** serves as the documentary repository for Riverside's institutional archives, and that of its predecessor churches. Types of materials include photography, moving images, audio recordings, newsletters and other publications, minutes, records of church programs, events, and membership, and senior clergy sermons and papers. The Archives also contains several rare book and manuscript collections, reaching as far back as 1493. The Archives is dedicated to ensuring that Riverside's history of social justice and action, benevolence, cultural endeavors, and commitment to open and inclusive theological thought and expression is made available for research and kept safe in perpetuity.

Internship Summary:

The Riverside Church Archives is looking for an intern to assist the archivist in the physical management of our collections; and to assist in processing documents and photographs from the WRVR Riverside Radio Collection, 1961-1976. This is an excellent opportunity to learn a variety of skills used in the field and to put these lessons into practice.

Responsibilities:

- * Preparing inventories and entering information in our collection management system.
- * Assist in the arrangement and description of the WRVR Riverside Radio materials so that the materials are available for research.
- * Moving boxes and rehousing materials as needed.
- * Assistance needed in planning workroom and storage spaces.
- * Work with staff to establish and carry out workflow and procedures.

Experience and Educational Requirements:

- * Must be a currently enrolled graduate student in a library and/or archives program;
- * Excellent verbal and written communication skills;
- * Proficient in Microsoft Office (Word and Excel);
- * Extremely organized, detail-oriented;
- * Ability to work independently and ensure work is accomplished in a timely and accurate manner.
- * The ideal candidate will have studied subject matter related to one of the following areas: 20th century American history; library & archives; theology; civil rights; and social justice.

This internship runs through the fall 2016 semester.

If interested, please send a resume, cover letter, and references to rmoskowitz@trcnyc.org<<mailto:rmoskowitz@trcnyc.org>>.

Compensation:

Internships are unpaid and are intended to fulfill course credit requirements.