

Nantucket Historical Association
Archives Intern
Fall 2017

Under the supervision of the Chief Archivist, the Archives Intern will be exposed to multiple levels of archives management and gain hands-on experience working with manuscript, photographic, digital, and hybrid collections. They will conduct specific accessioning, appraisal, and description projects; will document and refine existing procedures; and will contribute to the development of new policies in the archives. Projects may include assisting with new acquisitions; creating accession records and archival collection inventories; processing manuscript and photographic collections; developing finding aids for new and existing collections; and rehousing collections. Smaller amounts of time may also be dedicated to reference and assisting with exhibition research. A knowledge of American history, literature, maritime history, or geography is advantageous, yet not required.

Required: Enrollment in or graduation from an ALA-accredited master's program. Completed coursework in archival theory and practice or relevant experience with archival materials is required. Solid time management skills. Familiarity with descriptive standards and metadata schemas. Excellent verbal, written, and interpersonal communication skills. Ability to work independently, to seek clarification, and to offer suggestions when needed. Physical requirements include the ability to lift up to 40 lbs.

Housing is provided, plus a stipend of \$2500 for a ten-to-thirteen week internship. Dates are flexible depending on the availability of the intern.

Please send resume, letter of interest, and contact information for three references to rmiller@nha.org. Deadline for applications is August 25, 2017, or until filled.