Library & Archives Internships
Yellowstone National Park
Summer 2018

Yellowstone National Park is seeking two interns for summer 2018: one for the research library and one for the archives. The interns will gain practical experience working in their professional field and will be mentored by professional staff in each discipline. Interns will function as an entry-level employee and will be expected to exhibit professional dress and demeanor and adhere to a 40-hour work week as determined by the supervisors.

**Stipend:** Interns will be paid a stipend of $3000, plus housing, via our partner Yellowstone Forever.

**Duration:** The positions are full-time (40 hours per week) for 10 weeks, with the schedule and starting date negotiable.

**Housing & Transportation:** Shared park housing is assigned for this position. There is no public transportation; an automobile is required for transportation to and from work.

**Qualifications:** Applicants must be currently enrolled in a graduate library or archives program or be a recent (within the previous calendar year) graduate.

**Application Procedure:** Applicants must specify to which internship they are applying and submit the application to the appropriate contact as indicated below. Applicants interested in both internships must submit a separate application for each position. Applicants must submit the following:

- **Cover letter** detailing relevant previous and current coursework, previous practicum or internship experiences, related work experience, and what you specifically hope to gain from this internship.
- **Resume,** detailing the following:
  - *For library internship:* Include details of library circulation, reference desk, and cataloging experience gained on the job or through coursework. Include public speaking experience for the public tour aspect of internship.
  - *For archives internship:* Include collections processed, if any, with details such as type, size, formats, processing level(s) applied, and any standards, authorities, or schema used. Include details of reference desk and/or public speaking experience gained on the job or through coursework.
- List of three professional references and contact information
- Unofficial copy of your graduate transcript or other document showing courses taken, grade received, and current courses enrolled.

**Application Deadline:** Application materials must be received via email or postmarked no later than January 29, 2018. See below for specific contact information.

**Security:** Since 9/11, the federal government has required background investigations on all employees using computers, including interns and volunteers. The successful applicant must complete a background investigation form and be finger-printed by a law enforcement agency.
**Library Internship:** Located just outside Gardiner, Montana, The Yellowstone Research Library provides service to researchers, park personnel, the local community, and park visitors. Housed in a building specifically geared toward cultural study at Yellowstone, the library is home to a rapidly growing special collection. This internship will allow the successful candidate to gain experience in almost every area of librarianship, however the main focus will be on cataloging and reference.

**Contact:** Jackie Jerla/Sarah Marino  
**Email:** yell_research_library@nps.gov  
**Phone:** (307) 344-2264  
**Mailing Address:** PO Box 168 YNP, WY 82190  
**Fax:** (406) 848-9958  
**website:** [http://www.nps.gov/yell/historyculture/library.htm](http://www.nps.gov/yell/historyculture/library.htm)

**Archives Internship:** Duties will include assisting with processing: arranging, preserving, and describing archival collections in the park’s collections management database. The intern will also spend time at the reference desk, providing reference assistance and security oversight of collections in use, as well as contributing to outreach programs such as facility tours. The intern will be an integral part of the archives staff for the summer and will be involved in all aspects of the archives program. The intern will be supervised and evaluated by the park archivist.

**Contact:** Anne L. Foster, Archivist  
**Email:** anne_foster@nps.gov  
**Mailing Address:** P. O. Box 168, Yellowstone National Park, WY 82190  
**website:** [http://www.nps.gov/yell/historyculture/archives.htm](http://www.nps.gov/yell/historyculture/archives.htm)

EEO Statement: The Yellowstone National Park is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, sexual orientation, non-disqualifying handicap conditions, or any other non-merit factors.