

Intern Project Description

Archives and Manuscripts Intern, Collection Processing Initiative Project

Supervisor: Project Archivist

Objective: Help reduce the museum's backlog of unprocessed Archives and Manuscripts materials, including pre-accession appraisal and post-accession cataloging and processing, and make them available for use by the public.

Responsibilities: Responsibilities will include at least some of the following:

- Surveying and appraising unprocessed collections
- Preparing acquisition proposals for unaccessioned materials
- Preparing processing proposals
- Organizing and rehousing collections
- Preparing finding aids and catalog record content

Responsibilities may also include:

- Researching legal status of materials in museum records
- Inventorying unprocessed collections
- Returning or disposing of rejected materials according to established museum procedures
- Updating paper files and tracking acquisition progress in Access database

Qualifications: Enrollment at an accredited college or university; interest in Chicago history and working with original historical documents; attention to detail; good communication and organizational skills; computer literacy; ability to work independently and as part of a team. Archives management coursework (or equivalent experience) preferred.

Final Product: Understanding of how museums acquire, select, process, and document archives and manuscripts. Project Archivist will work with intern to develop specific internship goals in keeping with the intern's prior knowledge and experience.

Dates of Project: Spring Semester 2009; start and end dates of internship flexible

Time commitment: 7 – 20 hours per week; hours must occur during the week, during business hours

Application Deadline: We are currently accepting applications for this internship project.

How to Apply

A completed application consists of the following:

- a completed application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at the Museum and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- two letters of recommendation from current or former professors or employers

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. Applications are encouraged from African American, Asian American, Latino, and Native American applicants.