

Intern Project Description **Archival Intern**

Supervisor: Project Archivist

Objective:

Participate in the assessment and (re)cataloging of CHM's manuscript holdings using MPLP methodology as part of 18-month, grant-funded Basic Processing Project. The project is part of the larger institutional Collections Processing Initiative (CPI) to improve physical and intellectual access to CHM's backlog of unprocessed collections materials.

Responsibilities:

Responsibilities will include the following:

- Surveying and assessing manuscript holdings to determine processing priority and ideal minimal processing level for each collection
- Creating/updating catalog content describing CHM manuscript holdings
- Other responsibilities as assigned

Qualifications:

CHM seeks four to six advanced graduate students currently enrolled at an accredited library science or public history program. Ideal candidates will have coursework in archives management (or equivalent experience); interest in Chicago history; attention to detail; good communication, research, and organizational skills; computer literacy; and ability to work independently and as part of a team.

Final Product (if any) Expected at the End of the Internship:

Completed assessment and catalog records for CHM's manuscript holdings. Experience appraising, cataloging, and processing manuscript holdings using MPLP methodology.

Dates of Project: We are currently seeking interns for the spring 2010 term.

Time commitment: The intern must commit to at least 12 hours per week. The days these hours are flexible, but they must occur during weekdays when supervisors are present

Application Deadline: We are currently accepting applications for this 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 CHM 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.