

MFAH | *Summer Internship* *Archives Department*

Position Title: Archives Intern

Academic Level: Undergraduate or Graduate (MLIS, MSIS, or related)

Supervisors: Marie Wise, Managing Archivist

Department: Archives

Start Date: Summer 2023: June 5–August 11

Internship Overview

The MFAH archives department is seeking a summer archives assistant to aid in furthering projects that support the organization, description, and access functions of the MFAH Archives. The majority of the assistant's hours will be spent on a project to be defined mutually at the outset of the internship. This project will include some aspects of collection processing, working with EAD finding aids, and developing reference and access tools. Additionally, the assistant will be involved in the daily operations of the MFAH Archives, including responding to reference requests.

Learning Goals and Objectives

The objective of the internship is for the archives assistant to understand the functions of a museum archive, work with collections, and gain hands-on experience with the tools—physical and digital—that are used to manage archival collections.

Skills, Knowledge, and Abilities

Prospective interns should be currently enrolled in or planning to pursue an accredited master's degree program in library and information science or archives studies and should have completed introductory coursework in archival management and organization.

Education and Eligibility

Graduate level: Students currently enrolled in a graduate program or who recently completed (within one year) a master's degree or PhD or who have professional experience and are planning to pursue a master's degree or PhD are eligible for this opportunity.

Anticipated Schedule

The internship will comprise 350 hours of work (35 hours per week for 10 weeks), Monday through Friday, 9:00 a.m. to 5:00 p.m. (with hour-long lunch).

Internship Stipend

Summer intern receives a \$5,250 stipend (\$15/hour) for the 10-week summer internship.

Application Instructions and Deadline

Please submit the following materials to interns@mfab.org by Friday, March 17.

- Letter of interest describing applicant's experience, area of research/specialization, and professional goals as relevant to this opportunity (maximum 1,000 words)
- Resume/CV
- Reference (1): please include name, position title, and email address

Note: When submitting application materials, please include the name of the internship or fellowship in the subject line of your email. Please include all attachments as one complete file.