

Archival Internship Opportunity

Reports to: Cuba Family Archives for Southern Jewish History Staff

Hours: 12 hours /week

Duration: 8 weeks

Internship description:

This internship will be focused on gaining practical experience as an archivist at one of the largest repositories for southern Jewish history. Students should have an interest in pursuing a career in archives. Good writing, research, and organizational skills; familiarity with the Internet, digital imaging, and data entry; knowledge and/or experience with basic archival theory and practice. The internship offers opportunities for students to acquire skills and experience outside the traditional academic setting. The intern will assist the archivists in performing a broad range of archival duties including arrangement and description of collections, cataloging, basic preservation techniques, accession procedures, collections management, digital imaging, and reference. Interns will be required to give a brief report to the staff at the end of their tenure discussing their accomplishments.

Key components:

The intern may work with the Cuba Family Archives team to accomplish the following:

- Process archival collections
- Learn basic preservation techniques
- Complete reference requests
- Cataloging
- Conduct interviews (oral histories)

Lessons learned:

Educational & curatorial research
Project Management
Presentation skills

Appropriate Candidates should have the following qualities:

Excellent written and oral communication skills
History, Education or Museum Studies major; graduate student preferred
Professional appearance and demeanor
Outstanding organizational skills
Proficiency in MS Office

To Apply

Interested candidates should prepare a cover letter outlining the reasons for their interest in this internship as well as their career aspirations. Submit the cover letter and resume to jrkatz@thebreman.org.

Thank you for your interest in the William Breman Jewish Heritage Museum