

Hansell Tierney is helping our client, The Gates Archive, to find an intern to gain experience processing archival materials. This opportunity is designed for an intern to work with archivists to acquire the skills essential for professional practice while contributing to the work of the organization. This is a paid internship.

Our archive is results driven – requiring creativity, collaboration and innovative thinking. The selected candidate will join a 21st Century archive - created from the ground up, with careful attention to best practices while embracing modern approaches to the delivery of core archival services – donor relations, accessioning, processing, preservation and access.

This position is expected to last 3-4 months, requires relocation to the Pacific Northwest, and entails a background check.

#### Responsibilities:

Work closely with and under the direction of Assistant Archivist(s) to:

Survey, analyze, organize and describe records of foundation-related collections

Apply appropriate preservation and storage measures for archival materials (electronic and physical)

Learn about workflows for the acquisition, processing, preservation, and access of audiovisual, digitized, and born-digital materials

Maintain statistics, reports, and other metrics to improve collection management functions as necessary

Fulfill other organizational duties as required

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### Required Skills:

Familiarity with modern archival theory, standards, and practices and their implementation. This knowledge includes an understanding of appraisal methods, arrangement and description, preservation, and access (digital/physical)

Understanding of and ability to apply controlled vocabularies and descriptive standards, (e.g. DACS, EAD, and AAT); familiarity with a variety of metadata standards

Knowledge of information technologies appropriate to special collections and archives, and familiarity with database management, word processing, spreadsheet software, and web-based applications and technologies used in an archives environment

Ability to work collaboratively and productively in a rapidly changing environment

Ability to communicate effectively, both verbally and in writing

Preferred Skills:

Experience creating online finding aids and other descriptive tools  
Experience processing archival materials (digital / physical)  
Experience processing images and audiovisual materials  
Experience handling digital media and born-digital files in archival collections  
Experience with digitization of archival materials and related delivery systems  
Experience interpreting and applying restrictions for access to and/or use of archival materials

Computer skills:

MS Office  
MS SharePoint (SP 2010 preferred)  
Experience using database software and Internet search engines

Education/experience/certifications:

Enrolled or a recent graduate of a program of graduate study in Archival Studies, Library & Information Science (ALA accredited), or related field such as History, Public History, or Computer Science.

To apply, please send an email, with resume attached, to:

[Becca Harrell](mailto:Becca.Harrell@hanselltierney.com)

Recruiter | [www.hanselltierney.com](http://www.hanselltierney.com)