

Archives Intern Job Description

A private archival repository in Bellevue, WA is seeking a motivated student/recent graduate to assist the institution with processing photograph collections. This is a term position starting the first week of October and ending December 9th, 2016 (with possibility of extension.) The intern will work two full-days per week (16 hours).

Duties:

- Scan or photograph negatives, prints, and other types of material to preservation standards.
- Metadata entry according to institutional standards is required.
- Intern will work with two professional archivists and may receive additional experience in the field of archives in areas such as preservation and digital migration technology.

Qualifications:

- Current graduate student, or recent graduate, in the areas of Archives, History, or Library Science.
- Research skills, familiarity with Macintosh OS, and knowledge of archival theory and practice.

Term:

- Flexible weekdays: First week of October - December 9th, 2016
- 16 hr/week (two days per week)
- Possibility of extension

Location:

- Bellevue, WA

Pay:

- \$15/hr

Application Instructions:

- Please send resume and cover letter to:
 - Jonathan Lawler, Archives Manager – jonathanl@pistolcreek.com