

**Summary:** The Gates Archive seeks an intern to gain experience working with 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 full-time, paid internship that will be five months in length, scheduled to begin in June 2019. The intern will have the opportunity to complete a bounded project and gain experience working in all archive services program areas, as well as with archive technology solutions.

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.

Intern will be onsite in our Seattle, WA office. This position entails a background check.

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

- Survey, analyze, organize and describe records of archival 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
- 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.

**Deadline for applications:** Review of applications will begin on **May 13, 2019**. Applications will be accepted until the position is filled, but preference will be given to applications received by the date the review begins.

**To apply submit a résumé and cover letter to [careers@gatesarchive.com](mailto:careers@gatesarchive.com)**