

THE NEWBERRY LIBRARY

60 West Walton Street Chicago, Illinois 60610-7324 (312) 943-9090

POSITION AVAILABLE

MAPH Manuscripts and Archives Internship

TITLE: MAPH Manuscripts and Archives Intern
DEPARTMENT: Department of Maps and Modern Manuscripts

SUMMARY:

This ten-week position is funded by the Master of Arts Program in the Humanities (MAPH) at the University of Chicago. Reporting to a Newberry archivist, the Manuscripts and Archives intern will participate in the preservation, arrangement, re-housing, and description of Modern Manuscript collections. Possible projects include working with Chicago dance collections, or collections from the recently-acquired Curt Teich Postcard Archives Collection.

RESPONSIBILITIES:

Under the supervision of the curator and archivists, the intern will participate in the following archival activities:

1. Arrange and re-house manuscript and archival collections.
2. Apply appropriate preservation treatments to collection materials.
3. Conduct research on the content and subject matter of collections to inform arrangement decisions and enhance collection descriptions.
4. Prepare detailed descriptive inventories for collections in a format compatible with the archival professional standard, Encoded Archival Description (EAD).

QUALIFICATIONS:

Successful completion of an MA through the University of Chicago MAPH program, research and writing skills, ability to work independently, and familiarity with computer applications required. Coursework or experience with archives and manuscripts, and background in the social and cultural history of Chicago and the Midwest preferred. This position is ideal for an individual seeking to work with primary sources and considering an archival career.

SCHEDULE: 300 hours (typically 30 hours/per week for ten weeks).

Address cover letter to:

Judy Rayborn
Director of Human Resources
Newberry Library
60 West Walton Street
Chicago, Illinois 60610

Please visit our Web site at www.Newberry.org
THE NEWBERRY LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER