AMERICAN MUSEUM OF NATURAL HISTORY

An Equal Opportunity Employer

# NOTICE OF JOB OPENING

Date: 14 March 2022

**Job Title:** Archive Intern, 2 positions (Department of Vertebrate Paleontology)

**Responsibilities and Duties:**

The intern will participate in an IMLS-funded project to catalog the Vertebrate Paleontology Archive in order to broaden access to the collection. The intern will work in a team of two, under the supervision of the Project Archivist and AMNH collections and Research Library staff, on processing tasks to meet the goals of the work plans set for various areas of the project. These tasks will include cataloging unprocessed materials; assisting with the creation of finding aids; working through materials to flag them for future conservation, re-housing and digitization in future grant projects; and contributing to social media outreach.

The internship period runs for 24 months; this position requires a minimum commitment of 15 consecutive weeks, working one day a week. Work on this internship can only be performed onsite at the AMNH. Preference may be given to candidates who can commit to more than one consecutive semester. A stipend will be provided as support over the internship period.

**Required Qualifications:**

Applicants should be enrolled in, or a recent graduate of, a Library and Archives graduate program, or enrolled in an undergraduate or graduate Paleontology program with experience working in an archive collection. Proficiency in the use of Mac- and PC-based software, good organizational skills, excellent interpersonal skills, and the ability to work independently are crucial. Awareness and interest in current developments of data standards, trends and emerging technologies in the field of archives and records management. Comfort taking the initiative in new settings and knowing when to ask adept questions. Experience working in museum collections a plus.

Interested parties should **apply online**:

<https://careers.amnh.org/postings/2822>

**Applications must be received no later than Tuesday April 5th 2022.**

**Applications cannot be accepted via email or snail mail**

**\*\*Please Note: Due to the volume of applications, we are not able to respond to email inquires regarding the status of an application; applicants will only be notified if they have been selected for an interview\*\***

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