

Summer 2025 Archival Internship

Pending grant funding, this internship will be paid at a rate of \$20/ hour. Interns will work between 150-200 hours over a minimum of 10 weeks between May and August 2025.

Liberty Hall Museum seeks two summer interns to contribute to the initial phases of the museum's archival remediation project. They will work with the curator to survey the museum's large unprocessed archival collection, including recording the information that will form the basis of a finding aid and assisting in the development of the collection's arrangement structure. Interns will also gain experience with identifying, documenting, and remediating preservation concerns in an archive.

Job Description

- Survey the museum's unprocessed archival collection
- Record the contents of document containers, including common formats, date ranges, recurring authors, preservation concerns, major topics covered, and other relevant information
- Collaborate with the museum curator to identify the collection's major topics and themes in order to determine the collection's arrangement structure
- Identify and document preservation concerns; assist in the remediation of preservation concerns when necessary
- Rehouse items into archival-safe containers when necessary
- Perform additional collection management tasks as needed

Qualifications

- Resident of New Jersey, enrolled in a New Jersey university, or a recent graduate of a New Jersey university
- Graduate student, advanced undergraduate student, or recent graduate enrolled in a Library and Information Science, Museum Studies, History, Public History, or related program
- Coursework in collection management or archival processing preferred but not required
- Ability to work both independently and collaboratively
- Strong communication and interpersonal skills
- Attention to detail and accuracy

How to Apply

Send an email with a cover letter and resume to Katherine Quigley at kquigley.libertyhall@gmail.com

Select candidates will be contacted for an interview by early March