



**Loretto Literary and Benevolent Institution
Loretto Heritage Center Summer 2025 Intern**

We work for justice and act for peace because the Gospel urges us

The Loretto Heritage Center Museum and Archives, the repository for the 210-year history of the Sisters of Loretto, is seeking an archives intern for Summer 2025. The Summer 2025 internship will be an 8-week program June-August (dates are somewhat flexible but must be completed between June 12 and August 15) with a M-F 30-35 hr work week. The intern will primarily work to process the papers of Sr. Maureen McCormack (1932-2020).

Working under the supervision of the Heritage Center Director, the archives intern will process Sr. Maureen's personal mission materials, totaling over 20 boxes. Sr. Maureen was President of the Loretto order from 1986 to 1994. She was also a school teacher who served on the Board of Eco-Justice Ministries and taught journaling workshops in women's prisons. Processing will include appraisal, performing necessary background research, writing a processing plan, physical organization, description, and inputting information into our content management system (CMS). At the end of the internship, the intern should have a completed finding aid to demonstrate their proficiency in processing this collection.

Additionally, working under the supervision of the Archives Coordinator and the Exhibits Coordinator, the intern will be responsible for creating a minimum of three short social media pieces related to the collections, two blogposts, and one small temporary display.

Job Duties:

- Processing the personal papers of Sr. Maureen McCormack SL.
- Rehousing materials, where appropriate, during processing.
- Creation of social media content showcasing the collections.
- Creation of a display showcasing the collections.

Qualifications:

- Current or recent graduate student in Library and Information Science, Public History, or related field with a concentration or strong focus on archives.
- Interest in women's, United States, religious, and 19th-20th century history.
- Knowledge of archival terminology and methods.

Location:

The Loretto Heritage Center Archives and Museum is located on the grounds of the Loretto Motherhouse in rural Kentucky (40049). The Motherhouse is approximately 1 hour from

Louisville, KY and 1.5 hours from Lexington, KY. Having a car is strongly recommended, as stores and other amenities are not within walking distance and there is no public transportation. Ride sharing is not currently available in the surrounding area. The Motherhouse itself sits on approximately 800 acres of farmland, wooded areas, and natural habitat. In addition to the Heritage Center, the campus includes two retreat centers, the Infirmary, and a fully operational farm. It is home to around 70 Loretto Community members (both Sisters and Co-Members).

The archives intern will be provided private housing on campus for the duration of their internship. The intern will be required to provide their own food, linens, laundry supplies, and toiletries.

Job Requirements and Stipend:

This internship requires 30-40 hrs/wk Monday-Friday for 8 weeks in July - August. In addition to housing, a travel and board stipend of **\$3,000** will be provided. A background check will be performed before the candidate is hired.

To Apply:

- Send materials to Heritage Center Director Reba Weatherford at RWeatherford@LorettoCommunity.org with subject line “[Last Name] Loretto Summer Internship Application 2025”
 - Cover Letter
 - Resume with work history
 - References required upon request