

Loomis Chaffee

The Loomis Chaffee School Archives seeks candidates for an onsite, 50-hour unpaid archives internship at the school's campus in Windsor, CT. The intern will organize, inventory, and complete a finding aid for the Katharine Brush Collection, the papers of early twentieth-century writer and namesake of Loomis Chaffee's library, Katharine Brush (1902-1952). The collection, approximately 6 linear feet, comprises drafts of Brush's fiction and nonfiction; her research material and author's notebooks; correspondence; legal documents; photographs; and printed materials.

This internship is particularly appropriate for an MLIS student interested in archives, special collections, museums, cultural heritage institutions, or working in an academic setting. The internship may be available for course credit.

For more information, please visit [Loomis Chaffee](#) and [Loomis Chaffee Archives](#).

About the Position

Reports to The Archivist and Curator

Essential Functions and Responsibilities

Organize and group collection items

Create a finding aid for the collection

Engage in targeted research

Other tasks assigned as necessary as they pertain to the goals and objectives of the project

Experience and Abilities

Demonstrated knowledge of or experience working in an archives collection and creating a finding aid.

Organized, manages time well, efficient at managing projects and content

Ability to work with old, fragile, and high-allergen materials

Positive attitude, strong attention to detail, and an ability to work independently as well as in a team

Schedule

Flexible scheduling is essential as is willingness to work within the academic day and school year calendar.

The internship would begin not before January 2027.

Physical Requirements

The Archives Internship duties will require the individual to bend and potentially carry and lift up to 35 pounds. This position may require the individual to sit for long periods of time and work at a computer.

How to Apply

By November 20, 2026, email to karen_parsons@loomis.org

- A cover letter explaining relevant coursework and specific skills the applicant would bring to the internship
- a brief resume
- contact information for three references
- your availability January-May 2027

The Loomis Chaffee School is an independent, coeducational boarding/day school of 750 students and 170 faculty members, located in the historic town of Windsor, Connecticut. Chartered in 1874, the school provides an academically challenging curriculum within a supportive community that affirms individual beliefs and differences. Need-based financial aid is currently awarded to 33 percent of the student body. Loomis Chaffee does not discriminate against employees on the basis of race, color, religious creed, gender, sexual orientation,

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national origin, ancestry, age, marital status, or disability. This policy applies to, but is not limited to, admission, financial aid, employment, use of school facilities, and participation in school activities.