

Archives Internship

Application Deadline: 11:59pm on Sunday, March 10, 2024

Questions: intern@thevalentine.org

Position Description: The Archives Intern will assist in basic cataloging, data entry and rehousing of manuscripts and records in the Archives collection. Projects will include the creation of catalog records and finding aids. The intern will learn the principles of archival arrangement and description, become familiar with hierarchical cataloging and handle a wide range of collections, from family papers to organizational and business records.

Duties Include:

- Assisting with cataloging and data entry
- Creating catalog records and finding aids
- Rehousing manuscripts and records in the Archives collection
- Attending team and museum-wide meetings

Qualifications include: Qualified candidates should be pursuing an undergraduate or graduate degree in History, Art History, Museums Studies or Library Science, have a strong attention to detail and a great interest in museum, library and/or archival work. Experience with archival principles and with the Proficio database is welcomed.

Wage & Hours: Grant-funded stipend available in the amount of \$1500.00 per semester. Flexible Schedule, approximately 10-20 hours per week. This is an in-person internship.

The mission of the Valentine is to engage, educate, and challenge a diverse audience by collecting, preserving, and interpreting Richmond's history.

