

# *MFAH Internship/Fellowship Description*

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| Intern/Fellow Title:                 | Summer Archives Fellow  |
| Academic Level:                      | Graduate (Current enrollment in Masters of Library and Information Science or Archives Studies) |
| Supervisor:                          | Marie Wise, MLA, MLIS --- Archives Manager  |
| Department:                          | Archives  |
| Dates of Internship/Fellowship Term: | June 3-August 9, 2019   |

## *Project Overview:*

- The MFAH Archives Department is seeking a Summer Archives Assistant to aid in furthering projects that support the organization, description, and access functions of the MFAH Archives. The majority of the assistant's hours will be spent on a project to be defined mutually at the outset of the internship. This project will include some aspects of collection processing, working with EAD finding aids, and developing reference and access tools. Additionally, the assistant will be involved in the daily operations of the Archives including responding to reference requests.

## *Learning Goals and Objectives:*

- The objective of the internship is for the Archives Assistant to understand the functions of a museum archive, work with collections, and gain hands-on experience with the tools---physical and digital---that are used to manage archival collections.

## *Skills, Knowledge and Abilities:*

- Prospective interns should be currently enrolled in an accredited Masters program in Library and Information Science or Archives Studies and should have completed introductory coursework in archival management and organization.

## *Education and Eligibility*

- Graduate level: Students currently enrolled in a graduate program or who recently completed (within one year) a Master's degree or Ph.D. are eligible for this opportunity.

## *Anticipated Schedule:*

- The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 3 and should be completed by Friday, August 9, 2019. *If necessary, hours/days missed can be made up by Friday, August 23, 2019.*
- Monday through Friday, 9 to 5 pm (with hour-long lunch).

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- The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Interns and fellows have the opportunity to participate in professional development sessions organized by staff in the Department of Learning and Interpretation during the first week of the summer term and during regular “brown bag” lunches scheduled throughout the summer. During these professional development opportunities, MFAH interns and fellows convene to learn about different aspects of museum careers and the MFAH’s operations.

## *Graduate Fellowship Stipend:*

- The summer archives graduate fellow will receive a \$3,500 stipend for the 10 week summer term.

## *Application Instructions and Deadline:*

Please submit the following materials to [interns@mfa.org](mailto:interns@mfa.org).

- Application Form
- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1000 words)
- Résumé/CV

When submitting application materials, please include the name of the internship or fellowship, in the subject line of your email. The deadline for applications for the MFAH Summer 2019 Internship and Fellowship program is **Monday, March 25, 2019**.