MFAH Internship/Fellowship Description

Supervisor: Marie Wise, Managing Archivist

Department: Archives

Dates of Internship/Fellowship Term: Summer 2020: June 1–August 7, 2020

Academic Level: Masters (MLIS, MSIS, or related)

Stipend Award: $3,500 for the 10-week summer term full time (350 hours)

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 Master’s 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 number of hours per week and the preferred days of the week and times for the internship and fellowship are outlined here:

- The regular work week will be business hours, Monday–Friday. The internship will comprise 350 hours (35 hours per week for 10 weeks), which will begin on Monday, June 1, and should be completed by Friday, August 7, 2020. If necessary, hours/days missed can be made up by Friday, August 21, 2020.
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- Orientations: The first two weeks will include approximately 10 hours of orientations (including human resources, information technology, library, etc.)
- Professional Development programs: MFAH interns and fellows have the opportunity to learn about different aspects of museum careers and the MFAH’s operations. In particular, interns and fellows during the summer term have the opportunity to participate in professional development sessions organized by staff in the department of Learning and Interpretation. Fall and spring term interns and fellows have individualized professional development opportunities based on their academic schedules and identified learning goals. Interns and fellows are invited to participate in a range of MFAH activities and events in addition to their projects as their schedules permit.

Application Instructions and Deadline

Submit the following materials:
- Online application form here
- Letter of interest describing your experience and professional goals as relevant to this opportunity (maximum 1,000 words)
- Résumé/CV
- References

Submit all additional application materials via email: interns@mfah.org
- Include the name of the internship or fellowship in the subject line of your email.
- The deadline for applications for the MFAH Summer 2020 Internship & Fellowship program is Monday, March 23, 2020.