Historical Society of Pennsylvania

PHILADELPHIA'S LIBRARY OF AMERICAN HISTORY

Title: Archives Intern
Division: Archives, Library Division
Supervisor: Director of Archives

POSITION SUMMARY:
The Historical Society of Pennsylvania seeks one individual who wishes to learn more about and participate in archival work. This internship will specifically involve preparing basic finding aids for online use for at least five small collections that have descriptions and/or inventories on paper only. The intern will review the contents of each chosen collection concurrently with any existing descriptive information, and then update that information to reflect any changes. The intern will learn collection data entry in Archivists' Toolkit and may have the opportunity to work within their finding aid's source code in preparation for uploading. The Historical Society of Pennsylvania is an equal access, equal opportunity employer and welcomes individuals from diverse backgrounds and experiences to join our team.

REQUIREMENTS:
Prospective interns should be currently enrolled in or a recent graduate of a master's program in library science, archival administration, or a related field. Experience with Archivists' Toolkit or html coding is helpful but not necessary. Interested candidates must submit a cover letter, resume, and contact information for three references. They must also complete an interview either onsite at HSP or remotely and pass a background check. Interns who are receiving class credit for the internship must meet the requirements of the home department and make sure HSP staff knows about the requirements as well. All interns should have at least eight hours per week to devote to their internship and may work up to ten hours per week, if available.

STATUS: Part-time
TERM: 8-10 weeks to be completed between June 15 – September 15, 2023
STIPEND: $2,000
CONTACT: Cary Hutto, Director of Archives
215-982-2403
chutto@hsp.org
To Apply: Please send as attachments a cover letter, resume, and three references to the attention of the Director of Archives, Cary Hutto at chutto@hsp.org by May 15, 2023.

ABOUT THE ORGANIZATION:
The Historical Society of Pennsylvania, founded in 1824, is one of the nation's largest archives of historical documents. We are proud to serve as Philadelphia's Library of American History, with over 21 million manuscripts, books, and graphic images encompassing centuries of US history. HSP serves more than 4,000 on-site researchers annually and millions more around the globe who use its online resources. HSP is also a leading center for the documentation and study of ethnic communities and immigrant experiences in the 20th century, and one of the largest family history libraries in the country. Through educator workshops, research opportunities, public programs, and lectures throughout the year, we strive to make history relevant and exhilarating to all. For more information, visit hsp.org.