



Smithsonian
National Museum of American History
Kenneth E. Behring Center

Christopher B. Cope and Jamie J. Shaw Archival Internship, Summer 2014

The Archives Center is seeking a qualified **graduate** student for a paid archival internship. Qualified candidates must be enrolled in a graduate degree program and have completed graduate course work in archival, library, or information management, and/or graduate course work in American history, American Studies, Museum Studies, and Public History. Recent graduates may also apply. Interns in the Archives Center will participate in a wide variety of projects under the direction of professional archival staff. Students will gain career-relevant archival experience in a Museum setting while contributing to the work of the Institution. The internship stipend is \$5,000 and is subject to tax. Housing, benefits, and transportation are not provided. The Cope/Shaw Internship is open to all qualified individuals without regard to race, color, religion, sex, sexual orientation, or national origin.

Internships are located in the Museum's Archives Center, a manuscripts and special collections repository with more than 1,300 collections in a wide range of subject areas and a full time staff of eight. The internship experience is designed to assist the Archives Center staff with its reference functions.

Reference Internship: Assist researchers in the reading room; retrieve and re-shelve materials; help staff respond to public inquiries concerning Archives Center collections; assist in research in collections and compose replies; make reproductions of audiovisual materials and photocopies from collections; digitize and create usable metadata for collection materials under the supervision of the Reference Team. Other duties as assigned.

Qualifications: A commitment of 40 hours per week (Monday-Friday) for a 10 week period is required. United States citizenship is not required but nonresident aliens must apply for the appropriate U.S. visa if selected. Selected candidate should have basic computer skills; be proficient in English; have good handwriting, be flexible to changing situations; be reliable and responsible; be able to work independently as well as in a group environment; be able to accept supervision; be able to perform repetitive tasks; have good organizational skills; be detail oriented; and have the ability to lift a 40 lb. box.

Applying: Applicants must apply through the Smithsonian online application system SOLAA. Applications submitted outside of SOLAA or after the deadline will not be accepted. All application materials will be made available to the Archives Center staff and its advisors. The Archives Center cannot arrange an internship project or award a stipend to all qualified candidates.

Complete applications in SOLAA must include the following:

- Internship Program application form
- Cover letter
- CV/Resume
- An essay (no more than 3 pages single spaced) exploring how history is relevant today and why archival work is an important part of our society.
- Graduate transcripts (unofficial transcripts are acceptable)
- Two letters of reference

All materials must be submitted to the online application system by **March 3, 2014** for consideration. One offer will be made by April 28, 2014. The internship begins on or after June 2, 2014.

For further information contact:

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