



Title of Internship

Glenstone Archives Project Intern

Location

Located just outside of the nation's capital in Potomac, Maryland, Glenstone (<http://www.glenstone.org>) is a museum that seamlessly integrates art, architecture, and landscape into a serene and contemplative environment to form a unique connection between art and the visitor. Glenstone expresses the personal vision of its founders by assembling and presenting post-World War II and contemporary art of the highest quality in a series of refined architectural and outdoor spaces.

The Glenstone Archives collects, preserves, and provides access to comprehensive records and primary-source materials documenting the legacy of Glenstone's founders, its associates, activities, and events, as well as resources related to Glenstone's collection of post- World War II twentieth-century art, architecture, and landscape, created from 1945 through the lifetime of Glenstone's founders. Additionally, the Glenstone Archives creates and directs Glenstone's institutional Records Management Program. In this regard, the Glenstone Archives collects administrative, policy, financial, and collections history records of the Museum dating back to its foundation.

Full or Part Time

This is a part-time, 2 days (16 hours) per week internship to be completed during the summer months and during regular business hours. There is some flexibility in determining the intern's weekly schedule.

Position Summary

The position of **Archives Project Intern** reports to the Assistant Archivist.

The Archives Project Intern will assist in fully processing a personal collection. The project will involve fully processing the collection according to the recommendations made in the processing plan. Specific project goals include: organizing the collection into a coherent hierarchical scheme, removing images from frames, re-housing and labeling the collection using format-appropriate archival materials, performing basic conservation where necessary, and authoring a DACS compliant finding aid, and create index terms and final box list. This position may include the assignment of other duties, as necessary.

Learning Opportunities

The Archives Project Intern will:

- Gain processing experience
- Apply DACS standards in authoring a finding aid and other access materials
- Gain knowledge of collections management
- Gain an understanding of the organization and inner workings of a newly developed, small contemporary art museum library
- Enhance their resume and practical archives experience through the completion of professional project

Key Relationships

Reports to: Assistant Archivist

Major Responsibilities

- Fully process a personal collection
 - Following the approved processing plan, organize the collection into a coherent hierarchical scheme
 - Remove images from frames
 - Re-house and label the collection using format-appropriate archival materials
 - Perform basic conservation where necessary
- Research biographical and historical information
- Apply DACS standards in authoring a finding aid, create index terms and final box list
- Other duties as assigned

Qualifications:

- MLS graduate student in library, archives, and/or information science
- Coursework in archival principles and practices, archives access techniques, information organization, and archival appraisal of records
- Proficiency with PC, Apple computers, and Microsoft Office tools
- Proficiency with common database management systems such as FileMaker Pro and Microsoft Access, as well as library, archive, and museum database systems
- Basic knowledge of professional museum metadata standards such as EAD, DACS, MARC, RDA, AACR2, and with thesauri such as the Getty vocabularies and Library of Congress authorities
- Ability to lift a minimum of 30 pounds

Additional Selection Criteria

- Paraprofessional experience in archives or special collections libraries
- Paraprofessional experience in a special collections, museum or non-for-profit cultural organization
- Interest in art and art history and/or undergraduate degree in art history or related field
- Excellent organizational and analytical skills
- Accuracy and attention to detail
- Effective verbal and written skills
- Ability to exercise discretion and maintain confidentiality
- Ability to take direction and to work independently

Compensation

\$15.00/hour stipend, minus any required withholdings, to be paid pursuant to Glenstone's regular payroll process, which currently is bi-monthly.

To Apply

Send a cover letter, resume, unofficial graduate transcripts, and a list of 3 professional references (including full contact information and email addresses) to Rebecca Bruner, Assistant Archivist, at rebecca.bruner@glenstone.org

The application deadline is June 16, 2013.

Applicants must provide their own transportation. Parking is provided. Glenstone is an equal opportunity employer.