

Archives Internship
Museum of the City of New York – Manuscript & Ephemera Collections



The Museum of the City of New York is currently seeking graduate student interns interested in a fall semester archives internship. Interns will work alongside the Collections Access Archivist with the Museum's Manuscripts and Ephemera Collection, and will have the opportunity to gain experience in cataloging, handling fragile objects, condition assessments, collection processing, and/or writing finding aids. Interns may assist with the Museum's ongoing project to catalog and digitize the ephemera collections, as needed. Projects will vary according to an individual's skill set and interests.

Appropriate candidates will be currently enrolled in Master's program in Information and Library Science, with at least some coursework in archival studies. Preferred skills and qualifications include previous coursework working with cultural objects; familiarity to CCO data content standard; knowledge or demonstrated interest in New York City history; exposure to collections management systems such as ARGUS, PastPerfect, Museum Plus, or TMS; and experience handling fragile objects.

The Internship requires a minimum commitment of one full day a week (7 hours), scheduled during the Monday - Friday workweek for the duration of a semester, though two days a week is preferred. Internships are unpaid. Preference will be given to students completing the internship for course credit.

To apply: Please send a cover letter and resume to Emily Chapin, Collections Access Archivist, via email at echapin@mcny.org.

Founded in 1923 as a private, non-profit corporation, the Museum connects the past, present, and future of New York City. It celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. It serves the public through exhibitions, school and public programs, publications, and collections. The Museum of the City of New York is an Equal Opportunity Employer.