

Position Title: Special Collections & Archives Intern

Department: Rakow Library

Reports to: Colleen McFarland Rademaker, Associate Librarian, Special Collections

Period: Flexible periods available; we will work with the candidate

Overview

The Rakow Research Library is the world's foremost library on the art and history of glass and glassmaking, covering subject areas from archeology to zoology and everything glass in between. The Special Collections & Archives department holds nearly 200 unique manuscript collections from glass manufacturers, studios, renowned glass artists and scholars, as well as design drawings and works of art on paper.

Crafted to meet the professional skills desired by the intern, this internship will provide career-relevant, hands-on experience with archival and manuscript materials.

Training and Development:

- Gain knowledge about the library's archives and manuscript collections.
- Learn about archival theory and the best practices in the professional field.
- Through practice, enhance analytic and organizational skills.
- Professional orientation and skills development appropriate for a graduate student or recent graduate from a Library and Information Science program with an archival concentration.
- The intern will submit a self-reflection piece upon completion of the internship, addressing his/her work experiences during the program. The essay format will be flexible, to be chosen by the intern.

Responsibilities

The intern will work through all phases of processing an archival collection, beginning with accessioning, preserving, researching, arrangement and description, and culminating in the creation of an online finding aid in ArchivesSpace archival management software.

Additionally, the intern may participate in other special collections/archives activities, including reference, and education and outreach, to gain a comprehensive overview of the operation of a special collections and archives department. The intern will put into practice techniques learned in courses and analyze and work through archival issues as they come up in a real-world setting. Throughout, the intern will be introduced to current archival theory, and best practices and standards in the profession.

Qualifications/Requirements

- Interest in the archive profession
- Current or recent graduate student in a Library Science program
- Coursework/experience in archival work
- Strong organizational skills and attention to details

- Excellent communication and time management skills
- Ability to work independently; ability to take direction; willingness to ask questions
- Ability to work in a Windows environment; proficiency with Microsoft Office applications
- Ability to lift 25 pounds and push a book cart

Additional Benefits

- 15% Discount in The Corning Museum of Glass Shops
- 15% Discount in The Corning Museum of Glass Café
- Free admission to the museum for you and your guests

Ability to commit to at least 10 hours/week is preferred, and we can offer some flexibility regarding terms and hours. This internship is unpaid, but we will provide you with valuable work experience in a unique library setting. We are happy to work with your institution to arrange for course credit when possible.

Application Instructions

Please send a cover letter expressing career goals and interest in the internship, along with a *curriculum vitae* to interns@cmog.org