



Paid Summer Photograph Archives Internship

The Shaker Historical Society is seeking a part-time intern to inventory, arrange, and rehouse photographs in the Elizabeth Nord Library and Archives. The intern will gain hands-on experience inventorying and organizing a subject-based archive, handling photographic materials, creating a publicly accessible finding aid, and, if time allows, digitizing and cataloging materials in CatalogIt.

RESPONSIBILITIES

- Complete an inventory of photographic materials, including paper prints, tintypes, film negatives, and glass plate negatives
- Identify duplicate or irrelevant materials that may be deaccessioned and/or transferred to other repositories
- Arrange, number, rehouse, and describe photographic materials according to best practices
- Provide periodic project updates to the public via social media and write a one-page project summary at the culmination of the internship for the museum's newsletter
- Digitize and catalog materials in CatalogIt (if time permits)

REQUIREMENTS & QUALIFICATIONS

- Currently enrolled graduate student of library and information science, history, or related program; recent graduates (past 3 years) and currently enrolled undergraduate students with archives experience may also apply
- Familiarity with archival arrangement, description, and collection development
- Attention to detail and strong organizational skills
- Ability to synthesize and summarize data
- Ability to work both independently and collaboratively
- Proficiency in computer skills with a focus on Google Workspace
- Work may require reaching overhead, climbing on stools/ladders, and lifting up to 40 lbs.

DETAILS

- Location: Onsite at the Shaker Historical Society in Shaker Heights, Ohio
- Length: 180 hours* between June 1 through August 31, 2024; exact dates to be determined
- Compensation and hours: \$17.00 per hour, 15 hours per week

TO APPLY: Please complete [this application form](#) or send a cover letter and resume to Brianna Treleven, Executive Director, at director@shakerhistory.org with "Photo Archives Internship" in the subject line. Applications will be reviewed starting **April 22, 2024** and continue until the position is filled. Shaker Historical Society is an inclusive workplace, and applicants with diverse backgrounds and experiences are strongly encouraged to apply.

**Please note that listed hours are contingent upon grant funding with awards announced April 25, 2024. Project schedule may be reduced if funding is not received.*