Undergraduate Internship Position
BOSTON UNIVERSITY
ARCHIVES

Project:
Investigate the Boston University Archives collections at the Howard Gotlieb Archival Research Center. The Gotlieb Center is the home of nearly 2,000 individual archival collections consisting of the papers and manuscripts from individuals who play significant roles in the fields of journalism, poetry, literature and criticism, dance, music, theater, film, television, and political and religious movements. Examples include Martin Luther King, Jr., Robin Williams, Bette Davis, etc. Several of these archival collections have to do with the history of Boston University’s students, faculty, schools, administrators, and affiliated organizations. The intern will: examine material in these collections; assess its condition for preservation concerns; research information regarding the material that could be useful to staff and future researchers; select items for digitization; and compose descriptions that will be published online.

Seeking:
A highly motivated undergraduate or graduate student pursuing studies in English Literature, Editorial Studies or a related field. Good research and writing skills required; strong work ethic a must.

Training/Supervision:
The Assistant Director for Manuscripts will oversee the internship to ensure the intern receives proper training and supervision for the various aspects of the project. Intern will be trained to utilize legacy documentation, collection inventories, and other sources to properly research the holdings of each collection in order to write accurate and engaging descriptions. Intern will learn the Open Source software Archive Manager, which will be the portal by which all data is accessed.

Schedule:
- Hours to be scheduled within the HGARC work week, which is 9:00 am to 5:00 pm, Monday through Friday.

Deliverables:
Intern will conduct a hands-on examination of the Boston University Archives, performing all the tasks noted above. HGARC staff and intern supervisors will supervise the work, review the completed tasks, and provide any necessary guidance, correction, or editorial comment. The Intern will revise the description and the final work will be published to the HGARC website. No set quota of final, publishable Scope & Content notes will be set, as collections vary considerably. Some collections consist of a single box of material, and some several dozen.