



HGARC Undergraduate Internship Position
CAS IN250, Work and Identity

Position:

ARCHIVAL & ACQUISITIONS PROCESSING ASSISTANT

Updated:

October 12, 2017

Description:

Investigate some of the collections at the Howard Gottlieb Archival Research Center. The Gottlieb 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. Other collections in the History of Nursing Archives document women's history, military history, and the role nurses have played in building our society.

The intern will learn to examine material in these collections; assess 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. Some collections consist of a single box of material, and some several dozen.

Seeking:

A highly motivated undergraduate student in the College of Arts & Sciences interested in learning how to work with archival material. 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 to work with 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 various archival collections, 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 eventually be published to the HGARC website.

How to Apply:

Please apply online at <http://www.bu.edu/casprograms/programs/internships>