

Institute of Contemporary Art/Boston

Position Title: Archives Intern

Department: Curatorial

Reports to: Curator of Collections

Work Schedule: The intern will work approximately 20 hrs/wk during the hours that the ICA archives are open: Monday-Thursday 10am-5pm

Overview: Under direct supervision of the Curator of Collections, the Archives Intern has the opportunity to learn about archives through the Institute of Contemporary Art/Boston Archives. The ICA Archives are located in the ICA Watershed in East Boston. From the end of May to the end of August, the ICA hosts an exhibition open to the public at the Watershed which includes an installation of archival material around the perimeter of the ICA Archives in the Harbor Room. During this internship, the Archives Intern will support the activity related to the summer installation. This will include scanning and digitizing archival materials, fielding questions about the Archives from visitors, rotating interactive materials, supporting and pulling materials for reference requests made by internal researchers, and partnering with the ICA's social media team to develop content related to the Archives.

In 2026, the ICA will be celebrating its 90th anniversary. As part of this anniversary, much of the Archives will be on view in many formats, and the Archives Intern will be integral to the support and success of this celebration.

Responsibilities:

- Scan and digitize materials from the ICA Archives
- Interact with and field questions from the public related to the Archives and the ICA
- Review, select, and adjust as necessary the interactive materials that are part of the archival installation
- Support internal reference requests by answering questions and pulling materials
- Develop social media content related to archival materials and stories of the ICA's institutional history as told through the Archives, in collaboration with the ICA's social media team

Qualifications:

- Precise attention to detail and ability to manage deadlines and multiple responsibilities simultaneously
- Excellent writing, editing, analytical, and communication skills
- Collaborative attitude, tact, and discretion managing sensitive information
- Must be able to work independently, collaboratively, and flexibly in a professional environment
- Interest and enthusiasm for the arts, museums, institutional history, and the ICA's mission
- Interest and/or background in archives, social media, and/or visitor experience, a plus
- Photography and archives experience a plus