

The Air Zoo

Position Title: Archival Assistant Intern

Supervisor: Collections and Exhibits Coordinator

Position Objectives: Internships at the Air Zoo are unpaid positions with the minimum requirement of 120 hours. It is preferred that an intern maintains a specific schedule for at least 8-12 weeks while enrolled in a degree granting program (undergraduate, graduate level or PhD at the same time of the internship).

Responsibilities

1. Numbering and labeling the shelves in the archives
2. Accessioning materials received
3. Processing (rehousing, labeling, preservation, arrangement) archival materials
4. Move archival materials
5. Data entry (folder box lists, finding aids) utilizing Excel, and PastPerfect5
6. Digitize archival materials

Requirements

1. Started or recently completed information studies/archival studies program
2. Experience or understanding of working with archival collections
3. Attendance, must be accountable for yourself
4. The completion of accurate and complete catalog records, while properly handling of artifacts
5. Ability to work independently or as part of a team
6. Excellent organizational, verbal and written communication
7. Proficient computer skills
8. Detail oriented
9. Ability to work on multiple tasks at one time
10. Proficiency in use of computers

Qualifications

1. A resume with the following information: current major, classes completed relating to museum studies, and which degree will be achieved
2. Three references, two of which are professional
3. Recent school transcript
4. Letter of reference
5. Volunteer application

Deadlines

Internship starting for fall semester- July 15, 2017

Internship starting for winter/spring semester- October 31, 2017

** Internships are filled as we get applications. Do not wait to get your application in. **



Incumbent

Date

Supervisor

Date

Volunteer Manager

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.