



Museum Archivist Internship Spring/Fall 2012

The International Women's Air & Space Museum houses an extensive archive of women in air & space. The archive is utilized by both researchers and students. In an effort to keep our archives current, updated, and in efficient working order we need an individual with strong organizational skills that will help us achieve this goal.

Duties

- File newspaper and magazine articles along with other paper materials.
- Pull files for researchers and students.
- Assist in maintaining the archive's digital database.
- Assist in the preservation and protection of archival materials.
- Measure the size of the archive so that we can determine the percentage of our collection that is inventoried.
- Re-file pulled materials.

Requirements

- Able to dedicate at least 2-4 hours a week, create your own schedule.
- History or Museum Studies student; open to Undergraduate and Graduate students.
- No experience required.



Submit Resume to:

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