



MUSEUM of NORTHERN ARIZONA

Title: Archives Intern
Department: Collections
Supervisor: Archivist

Position Description: The Archives Intern reports to the Archivist and will focus on tasks relating to the organization, documentation, and preservation of the Museum of Northern Arizona institutional archives & manuscript collections and all media contained within (textual documents, photographs, moving images, etc.). As assigned this position will be responsible for gathering, sorting, and appraising archives, and for reviewing legacy finding aids and creating new ones under the guise of DACS (*Describing Archives: A Content Standard*) with the eventual goal of making such finding aids available in an online environment. A \$300/week stipend and MNA campus housing will be provided.

Major Tasks and Responsibilities:

- Assist on an IMLS-funded grant to rehouse and document photographs, slides, audio, and video holdings
- Assist with research and writing of policies and procedure manuals related to born-digital, digitized, and electronic media
- Create thorough and complete accession files
- Assist with collections' transfers
- Determine and document ownership and intellectual property rights for collections
- Re-integrate photographs with their broader manuscript collections and record groups
- Appraise institutional records
- Review legacy finding aids and create DACS-compliant ones, placing online as appropriate
- Perform rehousing and remedial preservation (acid-free boxes, staple removal, etc.)
- Assist with research requests
- Assist with material selection for exhibits
- Assist with reviewing and revising departmental retention schedules according to relevant laws

Education and Experience Requirements: Recent graduate or student seeking advanced degree in Archival Studies, Library/Information Science, Museum Studies, or other appropriate and equivalent discipline.

Abilities, Skills, and Knowledge:

- Familiarity with organization, preservation and storage needs of archival material
- Ability to communicate, orally and in writing
- Strong research skills
- Excellent organizational skills and high attention to detail
- Familiarity with computer databases, digitization standards, spreadsheets, and word processing
- Ability to work independently as well as with students, interns, and volunteers

Working Conditions: Generally work indoors, 7 hours per day, usually between 9 am and 5 pm. Odd hours and long days may occasionally be required. Must be able to lift heavy containers (50 lbs.) and handle fragile items.

Position contingent upon passing a satisfactory background check.

How to Apply:

Email the following documents to the contact information below:

- Cover letter
- Resume

In addition email, fax, or mail

- 3 letters of recommendation

Email MS Word Format or PDF to: mcampbell@mna.mus.az.us.

Fax: 928.774.1229.

Mail:

Human Resources Manager
Museum of Northern Arizona
3101 N. Fort Valley Road
Flagstaff, AZ 86001

The Museum of Northern Arizona is an Equal Opportunity Employer – Open until filled.