

ARCHIVES INTERN (Unpaid)

Position Summary

The Archives Intern is responsible for working on processing projects in either the institutional archives, library or special collections at the Fort Worth Museum of Science and History Archives.

Basic Function and Responsibilities including but not limited to:

- Process archival collections using PastPerfect
- Write finding aids
- Assists with cataloging library materials using Rediscovery Proficio
- Assist internal and external researchers with reference requests
- Assist with digitization of archival collections as needed
- Manage archives supply needs
- Maintain the cleanliness of the archive and library

Additional Duties or Needs include:

- Must be detail oriented
- Assists with exhibit installation and deinstallation as needed
- Able to lift and move heavy or bulky items
- Able to sit for long periods at a time
- Able to squat, bend or stoop
- Interest in or current enrollment in museum studies, history, library or archival studies is a plus
- Must be able to work between the hours of 9-5, Monday through Friday, no weekends

[APPLY FOR THIS INTERNSHIP HERE](#)

THANK YOU FOR YOUR INTEREST IN THE FORT WORTH MUSEUM OF SCIENCE AND HISTORY!