

Milwaukee County Historical Society Research Library Lead Internship (Paid): Spring – Summer 2018

Duration: Two semesters (9 months), January 2018-August 2018

Time Requirements: Minimum 15 hours/week; some Saturday hours required

Stipend: \$750/semester stipend plus a parking allowance

Job Description: The Lead Intern reports directly to the Assistant Archivist. Primary duties will include processing manuscript collections and assisting patrons in the research library, following established MCHS procedures and policies. In addition, the Lead Intern will assist the Assistant Archivist with overseeing volunteer projects and also perform other duties as assigned (i.e. digitizing, handling email/phone research requests, staffing MCHS events, etc.).

Eligibility: The preferred applicant is an upper level graduate student in library sciences with a concentration in archival studies or other closely related field. Recent library sciences graduates will be considered as well as new graduate students with commensurate experience. Applicants are expected to be able to commit to a minimum of 15 hours per week for the full 9 months. One paid position is available.

Stipend Payment Schedule: One-half of stipend paid at end of 8 weeks and one-half at end of 16 weeks each semester.

Application Procedure: Send a cover letter and resume or CV detailing qualifications to Steve Schaffer, Assistant Archivist, at sschaffer@milwaukeehistory.net. Applications will be accepted until January 5, 2018.