

## **Milwaukee County Historical Society Research Library Lead Internship (Paid)**

**Duration:** Two semesters (9 months), choice of Fall/Winter, Winter/Summer, or Summer/Fall

**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 archivists. 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 archivists 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 with a minimum of three semesters completed. 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, Archivist at [sschaffer@milwaukeehistory.net](mailto:sschaffer@milwaukeehistory.net). Applications will be accepted until the position is filled.