

#### 4-H Archivist Internship (8/24/2023)

**Title:** 4-H Archivist Intern

**Roles and Responsibilities:** As an Archivist Intern with Tompkins County 4-H and Cornell Cooperative Extension, you will play a crucial role in preserving and organizing historical documents, photographs, and artifacts related to the organization's rich history. Your primary responsibilities will include, but are not limited to:

1. **Creating Classification System:** Design and implement an efficient and intuitive classification system for organizing physical and digital materials in the archive. This will involve categorizing items based on their subject matter, date, and relevance to the organization's history.
2. **Digitizing Materials:** Utilize modern archival practices and equipment to digitize historical documents, photographs, and other relevant materials. This process will help ensure the preservation and accessibility of valuable records for future generations.
3. **Preserving Physical Materials:** Implement proper preservation techniques for physical materials, including documents and artifacts, to safeguard them from damage and deterioration. This may involve using acid-free folders, archival boxes, and other preservation supplies.
4. **Storing and Organizing:** Maintain an organized and accessible storage system for physical materials, ensuring that all items are properly labeled and stored in suitable conditions to extend their lifespan.
5. **Cataloging and Metadata:** Develop detailed cataloging and metadata records for each item in the archive to facilitate easy search and retrieval. This information will contribute to a comprehensive archival database.
6. **Research and Documentation:** Conduct historical research to provide context for various archival items, creating well-documented records to enhance the historical significance of the materials.
7. **Creating Exhibits for Internal and External Audiences:** As an Archivist Intern, you will have the unique opportunity to curate and select materials from the archive for public display. Your responsibilities in this area will include:
  - a. **Curatorial Selection:** Work closely with the archival team to identify historically significant materials that align with the theme or purpose of the exhibition. Use your knowledge of the organization's history and the contents of the archive to curate a compelling and informative physical display as well as a digital exhibit.
  - b. **Exhibit Preparation:** Collaborate with others in the organization to plan the layout and design of the exhibition. Consider the aesthetics, narrative flow, and accessibility of the display to engage visitors effectively.
  - c. **Labeling and Interpretation:** Prepare clear and informative labels and interpretive materials for each display item. Provide historical context and relevant details to help visitors understand the significance of the materials.

## Qualifications:

To be eligible for the Archivist Internship, candidates should meet the following qualifications:

- Enrollment in or recent graduation from an accredited university or college program with a major in Library and Information Science, Archival Studies, Museum Studies, History, or related field.
- Basic knowledge of archival principles, practices, and standards, and an understanding of archival metadata standards.
- Familiarity with digitization processes, handling delicate historical materials, and knowledge of preservation techniques.
- Strong organizational skills and attention to detail, essential for accurately cataloging and documenting archival materials.
- Proficiency in using computer applications such as Microsoft Office and archival management software.
- Experience with web design and digital presentation.
- Excellent communication and research skills to contribute to historical documentation and exhibit preparation.

**Minimum Salary:** Volunteer or Work Study (willing to accept applicants who receive or are seeking independent grant funding)

**Hours/Benefits:** Position is part-time (20 hours/week)

**Duration:** Two semesters or a calendar year, negotiable.

**Inquiries:** Questions in advance of application should be directed to Jess Wright by phone at 607-272-2292 or email [jw2744@cornell.edu](mailto:jw2744@cornell.edu).

**Application:** Individuals interested in this position should apply on-line. A link to the full position description and application process is available at: [ccetompkins.org/jobs](http://ccetompkins.org/jobs). The posting will remain open until we have a suitable pool of candidates.

**Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.**

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