



## Archival Internship

Tudor Place Historic House & Garden is offering an **Archival Internship** that will provide experience with processing and cataloging collections. This internship will be devoted to processing books and magazines housed in the archives belonging to various members of the Peter Family. The intern will support Tudor Place's Archive by processing a collection which will eventually give researchers and the public access to further items from the Peter Family.

### Primary Responsibilities:

- Assess books and magazines by documenting overall condition, noting important features such as inscriptions, dedications and nameplates.
- Clean books dating from the early 19<sup>th</sup> century to the 1980s.
- Image, number and catalog books and magazines via an Excel spreadsheet and PastPerfect collections database
- Assist in other areas as needed.

### Qualifications:

- Must be a student currently enrolled as a junior or senior in an undergraduate or graduate degree program in museum studies, history, library science, archives or a related field
- Detail-oriented
- Enthusiasm for books and historical documents
- Desire to be part of a small team of museum professionals
- Ability to work independently
- Knowledge of Microsoft Office, especially Excel
- Knowledge of archival and museum databases a plus

### Schedule & Logistics:

- 15-20 hours/week with a flexible schedule Monday-Friday (9 am- 4 pm) with option for remote work; total number of hours dependent on credit requirements of student's academic institution, if credit is being sought for the internship
- Approximate dates of internship are August 2024 to December 2024
- Interns are eligible to receive a Museum Shop discount and free on-site parking

**Stipend:** \$1800

### To Apply:

Submit a resume and cover letter to Sara Law, Archivist, at [slaw@tudorplace.org](mailto:slaw@tudorplace.org) with subject line 'Archive Internship' by July 15, 2024. No phone calls please.

For more information about Tudor Place and our programs, please visit [www.tudorplace.org](http://www.tudorplace.org).