

NOTE: This position has been filled (as of March 21, 2007)

**Independence Seaport Museum
is now accepting applications for an
ARCHIVES INTERN**

The Independence Seaport Museum invites graduate students (or upper-level undergraduates) interested in pursuing a career in archives to apply for an internship in the Library. The position is designed to provide the student with an opportunity to obtain practical experience in appraisal, arrangement, description, preservation, and other aspects of archival work, and to make an important contribution to the Library's mission to increase access to its holdings. The Library houses an extensive collection of materials pertaining to the history of the Delaware Valley Region in a variety of formats, including: manuscripts, photographs, architectural drawings, maps and ephemera.

DUTIES: The intern's main task will be to arrange, describe and rehouse archival materials (e.g., the business records of a nautical instrument maker, the photograph files of a shipyard, or the personal papers of a ship captain). The intern will conduct original research in order to produce finding aids, including a scope and content note, a brief historical note, and container/location list. If time permits, the intern will also have the opportunity to co-curate and design a small exhibit of materials from the collections for the Library's exhibit cases or for the Museum's website. The intern will occasionally assist the librarian with answering reference requests and with other tasks in the reading room.

HOURS: Approximately 10-15 hours a week during the library's hours: Monday through Friday from 9 a.m. to 5 p.m. Interns are expected to work on a consistent schedule once hours are established. Ideally this work will be completed as part of a school-sponsored internship/practicum program for course credit. A travel stipend may be available.

REQUIRED: Excellent writing skills; attention to detail; dependability; ability to work independently and on a consistent schedule; understanding of primary sources; care in handling unique materials.

PREFERRED: Undergraduate degree in humanities; knowledge of American/maritime history/technology; training in archival practice; previous employment in a library or research setting; facility with Microsoft Office, Photoshop and scanning equipment.

TO APPLY: Send resume and cover letter to Megan Fraser, Library Director; Independence Seaport Museum; 211 S. Columbus Blvd. at Walnut Street; Philadelphia, PA 19106; fax: (215) 925-6713; or e-mail library@phillyseaport.org Resumes without cover letters will not be considered.

Located on Philadelphia's historic Penn's Landing, Independence Seaport Museum provides a dynamic, interactive learning experience, and is home to *Olympia*, Admiral Dewey's flagship at the Battle of Manila Bay in 1898, and *Becuna*, a WWII submarine, a boatbuilding workshop, changing exhibition galleries and a special collections library. Please see www.phillyseaport.org for more information about the Museum, and about the Library's collections and services.