

## **Independence Seaport Museum Archives and Library Internship**

Independence Seaport Museum is offering an unusual opportunity for an exceptional student. We invite graduate students (or upper-level undergraduates) studying Library or Archival Science, History, or Museum Studies to apply for an internship in the Archives and Library Department.

We are looking for someone interested in gaining experience with a diversity of activities typical of libraries, archives, and museums. You will work on tasks both small and large; activities may include scanning, inventorying and indexing, shelving books, assisting with reference requests, cataloging, background research on projects, processing archival collections, and creating a gallery or online exhibit using archives and library materials. As you obtain more experience, we will work together to select tasks and projects that align more closely with your interests.

**HOURS:** At least a one-semester commitment of approximately 10-15 hours a week during the library's hours (Monday through Friday from 9am to 5pm). Interns are expected to work on a consistent schedule once hours are established. Your work may be used as part of a school-sponsored internship/practicum program for course credit. Please note that this is an unpaid internship.

**REQUIRED:** Interest in history, libraries, archives, and/or museums; excellent communication skills; organized and detail-oriented; dependability; ability to work independently and collaboratively on a consistent schedule; understanding of primary sources; care in handling unique materials.

**TO APPLY:** Send resume and cover letter to Matt Herbison (Archives and Library Director) at [library@phillyseaport.org](mailto:library@phillyseaport.org) or mail to: Matt Herbison; Independence Seaport Museum; 211 South Columbus Blvd; Philadelphia, PA 19106

Please see [www.phillyseaport.org/library](http://www.phillyseaport.org/library) for more information about the J. Welles Henderson Archives and Library at Independence Seaport Museum. The Archives and 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.