

Archives Preservation Intern Glass Plate Negatives

Internship Department: Collections

Objective: To improve the preservation and accessibility of the Chicago Academy of Science's glass plate negative collection.

Responsibilities: The intern will continue work on a project to organize, rehouse, and inventory glass plate negatives. Each glass plate will be rehoused with archival quality materials following professional standards for long-term preservation. Information about each piece will be catalogued in a spreadsheet using MS Excel as part of the inventory.

Final Product: The intern will have a direct impact on improving the management and preservation of the glass plate collection. In addition, the creation of digital records for the images will increase their accessibility for use by the Museum and the community.

Qualifications: Applicants must have a working knowledge of MS Excel, be comfortable working with computers, and exhibit a high attention to detail. Preference will be given to applicants with some prior experience working with archives or museum collections. This internship will be stationed at the Museum's off-site collections facility. Ability to lift 20lbs and maneuver up and down ladders required.

Compensation: Unpaid (a small stipend may be available)

Desired majors: Museum collections, archives, or photography

Time Commitment: Minimum 10 hours a week during business hours (9-5, M-F)

How to Apply: The following materials are required in order for your application to be considered:

1. Completed Application on Survey Monkey
2. Resume
3. Cover Letter
4. Letter of Recommendation

Complete the intern application at <http://www.surveymonkey.com/s/2NBV8YG>. Submit all other materials via email to internships@naturemuseum.org. It is best to submit your documents as attachments in PDF format to prevent file corruption. Letters of recommendation should be sent as attachments directly from the recommender to internships@naturemuseum.org. Letters emailed from the applicant will not be accepted.

Application Deadline: August 31



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