

Job Description – Summer Intern - Archive/Library Assistant

General:

Summer Intern Assistant Archivist/Librarians are responsible for assisting the Archivist/Librarian in the maintenance of the Archive and Library Collections. Assistants may request or be assigned to specific collections; the postcard collection, the yearbook collection, etc.

Status:

- Summer Intern Assistant Archivist/Librarians report directly to the Archivist or Librarian
- A part-time paid position (10 hours per week for 10 weeks)

Qualifications:

Summer Intern AA/ALs should have an interest in history and/or library science. Knowledge of basic genealogy and/or historical research would be helpful. Knowledge of basic computer skills is important; good Microsoft Office skills are preferred. Attention to detail is a valuable skill in this position.

Specific Responsibilities:

- Assistant Archivists/Librarians must complete training developed and delivered by the Archivist. This training should include collection structure and policies, use of finding aids including the Kennebec Historical Society Collections database tool and policies governing the use of collection materials and the building and grounds
- Following the Collections Procedure, accept, inventory, catalog, index, and store all collection donations and acquisitions
- Do research on donated and acquired items to aid in cataloging. Use research tools provided by the Archivist and Librarian
- When appropriate, register collections in the NUCMC database
- Inform the Archivist/Librarian when supplies are needed
- Keep record of and inform the Archivist/Librarian when errors are found in the Collections Database
- Work with the Archivist/Librarian to identify items that should be added to the collection
- Provide assistance in the development of exhibits for the Society
- Summer Intern AA/ALs can also perform the function of research assistants
- Help the Archivist/Librarian to maintain and update procedures to inventory, catalog and store items efficiently.

Goals:

- 100% of all donations and purchases fully processed in the year they are received
- Reduce the backlog and incompletely cataloged items by 10% each year