

## **Archives Internship- Hope College Archives and Special Collections**

**Position Title:** Archival Intern

**Department:** Van Wylen Library

**Location:** Holland, MI

### **Internship Description**

Hope College Archives and Special Collections provides paid internships for students looking to develop some of the technical skills an academic archive utilizes when caring for distinctive collections. Interns will work with Archives staff to learn the best practices and techniques library professionals employ to collect, organize, preserve, and facilitate access to special collections materials.

### **Responsibilities**

Projects will vary based on a student's prior education, experience, and interests in addition to current library needs. Once selected, interns will collaborate with the Director of Archives and Special Collections to develop an internship work plan. Possible projects may include:

- Archival arrangement and description for print or digital collections
- Collections management for archives and rare books
- Digitization, preservation reformatting, or basic conservation
- Donor relations and accessioning
- Educational outreach
- Reference and research services

### **Qualifications**

Archives Internships are available to any undergraduate or graduate students with an interest in history, special collections, or related fields. Experience using special collections or archives is desired. Preference for graduate internships will be given to students seeking academic credit for an MLIS (or equivalent degree) with a concentration in archives, records management, preservation, or museum studies.

### **Special Instructions and Terms**

Internship positions may begin at the start of the fall or spring semester or the start of the summer. Most work will take place onsite at Van Wylen Library between the hours of 8am-5pm, Monday through Friday. The hours are flexible and some remote work may be available. As Hope College research and internship opportunities operate on a pay scale, pay will be commensurate with experience.

Archives projects often require physical labor to lift and shelve boxes, move carts and otherwise transport or retrieve materials from the collections. In the case of temporary or permanent condition(s) that require(s) accommodation(s), reasonable accommodation(s) may be requested.

### **Additional Information and Application Guidelines**

For more information or to apply, please contact:

Sarah Lundy  
Director of Archives and Special Collections  
[lundys@hope.edu](mailto:lundys@hope.edu)  
616-395-7199

Applicants should submit a CV and a cover letter outlining relevant prior experience and goals, as well as any requirements for academic credit.