Position Summary

This internship focuses on institutional records and archives of the Georgia O’Keeffe Museum:
• Survey institutional records related to the Education Department to determine their organizational and preservation needs, 25%
• Organize and rehouse materials in archival-quality folders and boxes for preservation, 30%
• Describe materials in a finding aid to publish out to the GOKM Archive Finding Aids Database, 20%
• Transcribe archival materials such as correspondence, writings, and oral histories, 15%
• Give a short presentation to staff on the projects completed during the summer internship, 5%
• Learn about other departments in the organization, 5%

Key Learning/Experience for Intern:
• Apply appropriate standards and methods to archival work, including survey, arrangement, and description; appraisal of materials for retention and disposition
• Work effectively both independently and with archive and library collections professionals
• Familiarity with archive information management systems
• Familiarity with transcription standards

*COVID-19 considerations:
All visitors and employees are required to wear a mask at all times and maintain social distancing of 6 feet or more. All staff complete COVID safe practices training through NM Safe Certified. Common surfaces are sanitized regularly, and cleaning measures are in place to prevent the spread of the virus. Curbside pickup is available for retail purchases. Masks and PPE are provided to all staff.

Background and Qualifications
• Some college
• Current student of graduate program in library/information science, museum studies, or archives management preferred

Skills and Abilities
• Ability to work independently
• Good organizational skills and attention to detail
• Manual dexterity
• Good communication and interpersonal skills
• Computer skills, including Microsoft Office
Benefits
Employee Assistance Program

To be considered, please send your resume to:
Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.