

Georgia O'Keeffe Museum

Position Title: Library & Archives Internship
Department: Research Collections and Services
Location: Santa Fe, NM
Pay: \$14.00 per hour
Hours: Full-time, Internship, Summer 2023 (10 weeks)

Position Summary

This internship aims to provide a variety of learning experiences in an art library and archive environment:

- Assist with daily library management and reference activities
- Collections care, processing, and cataloging, including special collections and archives
- Creation/revision of discovery and research tools
- Transcribe archival materials such as correspondence, writings, and oral histories
- Give a short presentation to staff on the projects completed during the internship
- Learn about other departments in the organization

Key Learning/Experience for Intern:

- Familiarity with art library and archive professional standards and practices
- Familiarity with information management systems
- Work effectively both independently and collaboratively with archive and library professionals

Background and Qualifications

- Current student of graduate program in library/information science, museum studies, or archives management
- BA with experience in Library/information studies

Skills and Abilities

- Ability to work independently
- Good organizational skills and attention to detail
- Good communication and interpersonal skills
- Computer skills, including Microsoft Office

Benefits

- Employee Assistance Program
- The Georgia O'Keeffe Museum Intern program offers opportunities to learn more about Museum careers, as well as Santa Fe and Northern New Mexico through conversations with professionals, group field trips, etc.

The deadline to apply for this internship is Friday March 3, 2023

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

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