



**Position Title:** Library and Archive Intern  
**Department:** Research Collections and Services  
**Location:** Santa Fe, NM  
**Pay Range:** \$15.40 per hour, and \$1000 travel and housing stipend  
**Hours:** Full-time temporary, Fall Internship

### **Position Summary**

The Library and Archive Intern supports the Research Collections and Services Department with daily library and archival operations. This temporary, full-time internship offers hands-on experience in library and archival functions, with a particular emphasis on special collections and archives. The intern will work closely with library and archive professionals, gaining exposure to professional standards, information management systems, and cross-departmental practices within the organization. Through project-based work and a concluding presentation to staff, the intern will develop foundational skills in library and archival practice while contributing meaningfully to the care, access, and interpretation of research collections.

### **Responsibilities may include, but are not limited to:**

- Assist with daily library management and reference activities
- Collections care, processing, and cataloging, including special collections and archives
- Digitize archival materials in accordance with provided workflows
- Creation/revision of discovery and research tools
- Transcribe archival materials such as correspondence, writings, and oral histories
- Present to staff on the projects completed during the internship

### **Professional Development**

Through this internship, the selected candidate will gain hands-on experience in:

- Library and archive professional standards and practices
- Information management systems
- Independent and collaborative work with archive and library staff, as well as professionals across the museum

### **Special Projects or Additional Duties**

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility, and other requirements for this position

### **Background and Qualifications**

- Current undergraduate or recent graduate in library/information science, museum studies, or archives management preferred
- Demonstrated interest in archives, libraries, or museums

## **Skills and Abilities**

- Ability to work both independently and collaboratively in a professional environment
- Strong organizational skills and attention to detail
- Excellent communication and interpersonal skills
- Experience with Microsoft Office; preferred experience with Dropbox, Koha, and ArchivesSpace

## **Benefits**

This position is eligible for some benefits, including museum membership, retail store discount, and Employee Assistance Program!

**To be considered, please send your resume to:**

**[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

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Applicants must be authorized to work in the US for any employer, without needing sponsorship.