



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: Part-time temporary, 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

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.

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