Employer: Baylor University Libraries

Categories: Crouch Fine Arts Library Internship

Travel Required: The possibility of some travel may be required to Independence

Education: Intern pursuing a degree in Music, Museum Studies, History, or related field; Graduate student strongly preferred; Minimum cumulative Baylor grade point average of 2.5

Compensation: Stipend of $10 per hour for undergraduate or $15 per hour for graduate students, for up to 30 hours per week for up to 10 weeks ($3,000 maximum for undergraduates and $4,500 for graduate students)

Job Description:
The Crouch Fine Arts Library seeks an intern to assist with the processing of archival and gift collections, creation of small exhibits, and reorganization of special collections and archives.

Responsibilities: The specific duties of this intern may include:

• Assisting with processing of physical materials in the Music in Missions Collection;
• Processing and developing finding aids for other archival collections;
• Creating metadata, digitizing materials, or performing preservation tasks;
• Moving collections from one location to another;
• Making detailed inventories of gift materials and searching for gift materials in the library catalog;
• Conducting research and evaluating materials for possible use in an exhibit;
• Assisting with special projects as assigned;
• Communicating with other Libraries interns and participating in professional development activities related to the various Libraries internships;
• Writing brief weekly updates and a final report of internship activities and accomplishments;
• Promoting the Libraries internship program by sharing personal experiences with potential interns, donors, and alumni as opportunities arise.

Qualifications: Ability to work with limited supervision and to show initiative and good decision-making within the assigned area. Must be detailed-oriented and skilled in the use of Microsoft Word and Excel. Must be able to lift boxes and other moderately heavy materials. Strong communication and organizational skills required.