

Library and Research Center Internship

Internship Overview:

The Library and Research Center Intern will work with the Betty Boyd Dettre Library and Research Center (LRC) staff to provide access to the LRC's collections and resources. The LRC Intern will be expected to work at the reference desk, answering questions when appropriate, and performing basic circulation tasks, along with other duties dependent on availability and applicant skill level.

Commitment:

20–40 hours per week.

Responsibilities (dependent on project availability):

- Assist with Reference Desk services by engaging visitors and answering questions in person, by email, and over the phone
- Circulate requested library materials to museum staff
- Shelve materials and maintain order in library stacks
- Process books (barcode, label, and add/edit catalog item records)
- File and organize artist file material, and create new artist files as directed
- Copy catalog books and/or metadata creation
- Archival processing tasks, including creating box labels, reorganizing folders, and basic preservation tasks
- Create or revise finding tools for archival collections
- Assist with digital asset management, scanning and cataloging digitized collections
- Write blog posts to highlight recent acquisitions

Preferred Skills & Competencies:

- Comfortable interacting with library patrons in person, online, and over the phone
- Strong customer service skills with professional, friendly, and positive demeanor
- Interest and experience in library or archives work, background in art history is helpful
- Very strong organization skills and attention to detail
- Excellent written and verbal communication skills
- Excellent computer skills and comfort in learning new computer programs and databases
- Ability to work independently and as part of a team