

Job Announcement

Library and Research Center Intern

Position Summary

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 intern will be expected to work on the reference desk, answer questions when appropriate, and perform basic circulation tasks, along with other duties and projects dependent on availability and applicant skill level. This position is part time, 20 hours per week. This position reports to the LRC Director.

Responsibilities

Functions may include, but are not limited to:

- 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
- Shelf materials and maintain order of 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
- Assist with archival processing tasks including box label creation, file organization, appraisal, inventory, arrangement, basic preservation, and re-housing of archival institutional records
- Assist with digital asset management, scanning and cataloging digitized collections
- Write blog posts to highlight recent library acquisitions, resources, and events
- Assist with planning and implementation of library programming.
- Conceptualize social media posts for public outreach

Qualifications

The successful candidate will demonstrate the following skills/experience:

- Applicants must have completed their sophomore year of undergraduate study (or higher) or two-years' worth of work experience.
- Enrollment in a library and information science graduate program, or interest in pursuing advanced degree in library science, strongly preferred.
- 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
- Strong customer service skills with professional, friendly, and positive demeanor
- Ability to work independently and as part of a team
- Interest in research tools

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

NMWA Interns will be paid \$17.50 per hour.

How to Apply

Please apply through NMWA's online job application at this link:

<https://jobs.localjobnetwork.com/j/78222382>. You **do not need to provide a cover letter**, instead please insert a two page writing sample of your choice. If you are currently a student, please email your unofficial transcript in PDF format to internship@nmwa.org. To request accommodations in the application or hiring process, please notify NMWA's internship coordinator at internship@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.

The National Museum of Women in the Arts is the first museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.