Description

The MIT Institute Archives and Special Collections houses one of the premier collections on the history of science and technology in the United States. The intern will work under the direction of the Archivist for Reference, Outreach and Instruction to support reference, access, and outreach activities.

- Conduct research and draft responses to reference questions (primarily biographical or genealogical)
- Conduct research on specific topics or collections
  - MIT will celebrate the centennial of the move from Boston to Cambridge in 2016, and the internship will include the opportunity to conduct research and draft text that may be used for an exhibit, the web site, social media
- Work at reference desk or serve as a backup to the reference desk and other tasks critical to supporting reference services and disseminating information about the collections.

Hours

Hours to complete the internship can be scheduled Monday through Thursday, 9:00 AM to 4:00 PM.

Requirements

Must be able to lift record carton size boxes (up to 40 lbs.). Ability to work independently and with a team important. Accuracy and an eye for detail very important. Familiarity with Microsoft Word, Excel, Adobe applications, and Archivists Toolkit helpful but not required.

Location

Massachusetts Institute of Technology, 14N-118
Walking distance from MIT/Kendall MBTA stop (Red Line)

Mail, fax or email resume to:

Nora Murphy
nmurphy@mit.edu
fax: 617-258-7305
http://libraries.mit.edu/archives/