Internship Management System for Archives

Internships Archives Internship for Islamic Architecture Collections II has been created.

Archives Internship for Islamic Architecture Collections II

Create Mid-Semester Evaluation    Create Final Evaluation    Clone content

Institution
MIT Libraries, Massachusetts Institute of Technology

Description
Scope of projects, what’s included and what’s excluded:

Included: Processing of existing and incoming archives from scholars and architect working in/on the Middle East. Depending on the date of the internship, the intern could be responsible for accession, evaluation (with recommendation for appropriate re-housing, restoration, conservation) of materials, developing finding aids, and/or cataloguing material into our databases (Archnet and/or Dome).

Excluded: There is no supervisory role and no budget involvement. There will be limited, if any, contact with donors.

Interns will work in the Aga Khan Documentation Center with access to desk, either chair level or standing workstation, and several tables for large objects. The intern will be assigned a work computer and necessary tools for the job assigned.

Measurable learning objective(s):

• Creation of finding aids using currently available archives management tools
• Assist patrons, providing access to the physical archives
• Oversee the digitization of select materials from the archive
• Recommend archival quality storage options for the physical archive
• Create item level and collection-level (original and copy) cataloging and indexing materials in the archives
• Intellectual property issues related to visual collections - research and reporting on existing agreements

Skills and abilities desired:

Knowledge of archive tools, such as Archivist Toolkit or, more importantly Archive Space; understanding of metadata and cataloguing tools; proficiency in basic Windows platforms and some hands on experience with Photoshop. Knowledge of at least one Middle Eastern language (Arabic, Turkish (modern or Ottoman), or Farsi would be beneficial.

Location
New England › Massachusetts › Greater Boston Area

Address
77 Massachusetts Avenue
Cambridge, MA 02139
United States

Hours
Business (8:00am - 5:00pm)

Public Transportation
Yes

Parking
No

Supervisor
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