



2023 Spring Collections & Archives Internship

The Erie Canal Museum is looking for two detail-oriented and motivated individuals to assist with an inventory of our digitized collections. Unfortunately, as much of the work requires interaction with the Museum's physical collections and on-site digital storage, this internship cannot be adapted to be virtual.

Showcasing the only remaining weighlock building in the United States, the Erie Canal Museum collects and preserves Canal material, and provides engaging educational experiences that champion an appreciation and understanding of the Erie Canal's transforming effects on the past, present and future.

Please send an [intern application](#), cover letter, and resume to Hannah Lewis, Curator of Collections, at curator@eriecanalmuseum.org.

During the internship you will work on the following initiatives:

- Learn how to handle and manage archival collections
- Identify and organize previously digitized files
- Standardize file names and metadata as established in the Digitization Plan
- Learn best practices for maintaining digital collections

Requirements:

- Student enrolled in Library & Information Science, Museum Studies, or related program
- Completed coursework in Information Resources or Cataloging preferred
- Strong written and verbal communication skills
- Available 10-15 hours per week for a total of 150 hours during the 2023 Spring semester

You will enjoy this internship if you:

- Have an interest in archival or digital collections, or cataloging
- Are organized and detail-oriented
- Are self-directed
- Have a willingness to learn

Availability & Salary:

Available: 10-15 hours per week during Tuesday - Saturday from 10AM - 5PM

Wages: \$16.00 per hour

We are able to offer payment for this internship thanks to the generous support of the William G. Pomeroy Foundation.