



2023 Spring Collections Inventory Internship

The Erie Canal Museum is looking for a detail-oriented and motivated individual to assist with a project to inventory the Canal Society of New York State collections. Unfortunately, as much of the work requires interaction with the Museum's physical collections, 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 Amie Flanigan, Project Archivist, at archives@eriecanalmuseum.org.

During the internship you will work on the following initiatives:

- Assist the Archivist in conducting an item-level inventory
- Learn how to handle and manage archival collections
- Input metadata into Google Sheets
- Create new catalog records in PastPerfect

Requirements:

- Graduate student enrolled in Library & Information Science or related program
- Completed coursework in Information Resources: Organization & Access or Cataloging preferred
- Experience using PastPerfect or other collections database software preferred
- Strong written and verbal communication skills
- Ability to lift 30-40 lbs
- Available 10-15 hours per week

You will enjoy this internship if you:

- Have an interest in archival 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 Monday – Friday from 10AM – 5PM

Wages: Unpaid; academic credit available