



CSNYS Collections & Archives 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.

The Erie Canal Museum engages the public in the story of the Erie Canal's transformative impacts on peoples and places in the past, present, and future. We are stewards and interpreters of Erie Canal related materials and heritage.

Please send a 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 preferred
- Strong written and verbal communication skills
- Ability to lift 30 lbs

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 10AM – 5PM

Salary: Unpaid; academic credit available