

BE A LIBRARY & ARCHIVES INTERN!

DO SOMETHING EXTRAORDINARY

We inspire people to engage in and celebrate the story of Shaker Heights... past, present, and future.

This is an exciting time to be working in the Elizabeth Nord Library & Archives as we are embarking on a project to reorganize and preserve maps and photographs.

Duties

- Assist in the digitization and organization of museum's library.
- Assist in cataloging new books donated to the museum's library.
- Learn to create finding aids.
- Encapsulate photographs and documents in mylar.

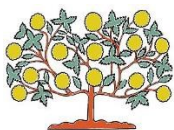
Benefits

- Gain hands-on experience in a museum library environment. Your contributions will directly impact the day-to-day use of our library by patrons and staff.
- Get to know the workings of a small museum.
- Working with rare books and ephemera.
- Attend museum programs and events.
- Academic credit available.
- Successful intern will gain valuable experience & reference for resume!

Requirements

- A regular time table
- Academic credit requirements vary, so time commitments are flexible. Start and end dates are also flexible.
- Experience in the fields of education or history preferred.
- Laptop not required but recommended.
- All internships are unpaid at this time.

To apply, please submit a resume and letter of interest noting your availability to Ware Petznick, PhD, wpetznick@shakerhistory.org by March 15, 2017.



The Shaker Historical Society

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