

**Position Title:** Library and Archive Intern

**Department:** Research Collections and Services - Collections and Interpretation Division

**Location:** Santa Fe, NM

**Pay:** $14.03 per hour

**Hours:** Full-time temporary, Internship, 10 weeks

**Position Summary**

**This internship aims to provide a variety of learning experiences in the library and archive of the Georgia O’Keeffe Museum’s Research Center:**

* Assist with daily library management and reference activities
* Collections care, processing, and cataloging, including special collections and archives
* Creation/revision of discovery and research tools
* Transcribe archival materials such as correspondence, writings, and oral histories
* Give a short presentation to staff on the projects completed during the internship
* Learn about other departments in the organization

This internship is 10 weeks in duration from June 3rd, 2024 through August 9th, 2024. This internship is not remote. Applicants must be able to relocate to Santa Fe NM and be able to stay for the entire term of this internship.

**Key Learning/Experience for Intern:**

* Familiarity with art library and archive professional standards and practices
* Familiarity with information management systems
* Work effectively both independently and collaboratively with archive and library professionals

**Background and Qualifications**

* Some college preferred
* Current student of an undergraduate program in library/information science, museum studies, or archives management preferred

**Skills and Abilities**

* Ability to work independently
* Good organizational skills and attention to detail
* Good communication and interpersonal skills
* Computer skills, including Microsoft Office

**Benefits**

* Employee Assistance Program
* The Georgia O’Keeffe Museum Intern program offers opportunities to learn more about Museum careers, as well as Santa Fe and Northern New Mexico through conversations with professionals, group field trips, etc.

**The deadline to apply for this internship is February 28, 2024. Resumes must be accompanied by an Internship Application downloadable from our website at:** [**https://www.okeeffemuseum.org/about-the-museum/careers-and-volunteering/**](https://www.okeeffemuseum.org/about-the-museum/careers-and-volunteering/)

**To be considered, please send your resume and application to:**

opportunities@okeeffemuseum.org

***The Georgia O’Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.***

Applicants must be authorized to work in the US for any employer without needing sponsorship.