



## INTERNSHIP

ARTS DIVISION (ARCHIVE & RESEARCH)

**\$16.64—\$20.18/hour**

**The Position:** The City of West Hollywood is undertaking development of a print and digital content archive. Under supervision, the intern performs a variety of archiving, research and administrative duties within the Arts Division, in support of archival and collection management functions. Schedule is flexible; prefer minimum of two full work days per week and up to 20 hours a week. The ideal candidate is a self-starter who is able to work independently under guidance and direction as necessary.

**Responsibilities:** Assist in a variety of archive and collection management functions within the Arts Division to include:

- Processing (i.e., arranging, organizing, describing, and preserving) the City of West Hollywood's manuscript and records materials in all formats for public research use in accordance with department and national standards, such as Describing Archives: A Content Standard (DACs).
- Organizing and rehousing collections; analyzing documents for topical content to correctly describe individual documents; identifying sensitive materials; researching the historical context of collections and their creators; writing collection scope and content notes and prepare written reports.
- Participating in determining recommendations for the arrangement and description of the collections.

**Education and Experience:** Must currently be enrolled in college and pursuing a degree in Master of Library & Information Science, Archival studies program or a closely related field. Graduate student preferred. Proof of current enrollment required. Students must remain enrolled through the duration of the internship in order to remain eligible to participate

**Knowledge, Skills and Abilities:** Have an understanding of the principles of arrangement and description of archival collections and knowledge of archival best practices and current developments. Have knowledge of archival practice and descriptive standards and how they are applied. Familiarity with records management principles and records retention schedules highly desirable. Applicants who have worked with a library content management system are encouraged to apply. Ability to set priorities, meet deadlines, and work independently and collaboratively. Should have strong organizational and problem-solving skills and be detail oriented with high accuracy without losing sight of larger goals. Strong computer skills are desirable. Experience in Microsoft Office required.

***Deadline to submit applications: October 4, 2019 at 5:00pm***

**Applicants must submit a completed online City job application and supplemental questionnaire by the filing deadline.** To apply and view additional job information please visit [www.weho.org/services/employment](http://www.weho.org/services/employment). If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or [ctrinidad@weho.org](mailto:ctrinidad@weho.org).