

Tulane University Special Collections (TUSC) is seeking MLIS student candidates for an internship to assist in processing archival collections in the Tulane University Special Collections. Tulane University Special Collections encompasses the Hogan Archive of New Orleans Music and New Orleans Jazz, the Louisiana Research Collection, the Rare Books Collection, the Southeastern Architectural Archive, and University Archives. Its holdings are comprised of nearly 2,500 archival collections, over 100,000 volumes of rare books that date back to the 13th century, and other rare and unique materials that document the history, culture, and communities of New Orleans and beyond.

The intern will support the Collections Management Team while gaining hands-on experience by assisting with processing and cataloging archival collections. The intern will perform archival duties such as collection surveying, arrangement, description, rehousing and labeling, and location management; they will be trained in archival practices and standards, collection handling, data entry, and database management. The intern will also have the opportunity to gain an understanding of TUSC through meetings and other interactions with TUSC staff. Desired skills and attributes include being detail-oriented, responsive to feedback, and having a willingness to learn and communicate with team members and supervisors.

A stipend of \$2500 is available and this internship can be used for credit in compliance with their MLIS degree requirements. This internship is expected to be in person on the Tulane University campus in New Orleans. The internship will total 120 hours over a 12-week period but can be adjusted based on program requirements for course credit. Priority will be given to applicants for which this will count towards internship requirements for their degree program.

Please email your letter of interest with availability and CV to Samantha Schafer, Collection Management Archivist, at sschafer@tulane.edu. The deadline to apply is February 28, 2025.