**Tulane University Special Collections Internship**

Tulane University Special Collections (TUSC) is seeking a current MLIS student for a paid internship to gain first-hand experience working with archival collections. This intern will gain experience in a wide range of activities related to collections management and care, from processing to preserving 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 be a member of the Collection Management Team, which is responsible for the acquisition, description, and long-term preservation of archival collections. The intern will participate in hands-on projects involving a locations survey across all holdings and assist in the processing of University Archives records. All projects involve working directly with archival collections and data in various forms, including XML and Excel. The intern will be creating, collecting, verifying, and transforming this data into metadata in our collection management system, ArchivesSpace. This internship will include an introduction to archival processing and the intern will receive training in handling and care of a wide range of archival material, as well as creating and managing data in ArchivesSpace and other data management tools.

The intern will also have the opportunity to gain an understanding of how an archival repository runs through meetings and interactions with TUSC curatorial and research services 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 for this internship. This internship may 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 and will include remote work only if necessary. Each internship will total a minimum of 120 hours over a 12-week period (or a semester). Please email your letter of interest with availability and CV to [jwaxman1@tulane.edu](mailto:jwaxman1@tulane.edu).