**Position:** Intern, Kiplinger Research Library  
**Project:** Collections Intern  
**Timeframe:** Winter 2020 and ongoing  
**Required commitment:** Minimum 12 hour per week, between 10am and 4pm Tuesday-Friday  
**Location:** DC History Center, 801 K Street NW Washington, D.C. 20001

Working directly with the Library & Collections Director and the Research Services Librarian, the Collections Intern(s) will gain experience with processing collections and providing research access to special collections in a myriad of formats. The Collections Intern(s) will be tasked with:

- Welcoming and orienting patrons to the reading room
- Pulling and reshelving materials requested by researchers
- Updating legacy finding aids to the current DACS-compliant format
- Processing, rehousing, and inventorying collections
- Assisting with programming such as House History workshops and library orientations
- Other duties as assigned, to support the operations of the DC History Center

The collection consists of artwork, maps, prints, photographs, books, and pamphlets relating to Washington, D.C. The materials represent more than two centuries of the city’s evolution, some predating L’Enfant’s 1791 city plan.

The internship is unpaid. The Historical Society will work with the intern’s college or university to approve academic credit as applicable.

Applicants must be currently enrolled in an accredited graduate program working towards a degree in library and information science, museum studies, public history, history or related field. Must have strong research skills and basic knowledge of collections management and the proper handling of objects and archival materials. The candidate must be detail oriented, self-motivated and possess strong organizational skills. Some physical activity such as lifting boxes up to 30 pounds is required. Demonstrated knowledge of Washington history is desired but not required.

Please submit cover letter, resumes, and two references to Library & Collections Director Anne McDonough (amcdonough@dchistory.org). Note the specific internship to which you are applying in the subject, along with your last name. No phone calls, please.

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*The Historical Society of Washington, D.C., is a 501(c)(3) educational and research organization that collects, interprets, and shares the history of our nation’s capital. Washington is known throughout the world as a monumental federal city. Less well-known are the stories of Washington’s many diverse and vibrant communities. The Historical Society helps make this local history readily available to the public to promote a sense of identity, place, and pride in Washington and to preserve this heritage for future generations.*

*The DC History Center, located at the Historic Carnegie Library at Mt. Vernon Square, comprises the Kiplinger Research Library, exhibit galleries, and the offices of the Historical Society of Washington, D.C.*