**Archives intern #1: ArchivesSpace Migration project**

**Description**

The YIVO Institute for Jewish Research seeks a part-time intern to help collect archival data in support of its transition to using ArchivesSpace archival management software. The focus of this project will be on adding box number information to existing finding aids but may include the gathering of other information about YIVO’s Archival collections as needed.

**Responsibilities**

* Under the supervision of the Acting Director of YIVO Archives and the Special Projects Manager, the intern will update a collection of about 200 finding with box number information for the folders of material list;
* Note other folder-level information that may need to be changed or updated and bring it to the attention of the Acting Director of YIVO Archives;
* Work with Special Projects Manager to enter information into ArchivesSpace or EAD finding aids as needed; and
* Report progress on a weekly basis.

**Qualifications**

* Strong attention to detail;
* Proficiency in Microsoft Excel and Microsoft Word;
* 1-2 years’ experience working in an archive
* Or equivalent coursework as part of a history, archives or library curriculum;
* Demonstrated ability to work independently as well as collaboratively.

\*\*Preferred qualifications

* Knowledge of archival research and practices;
* Interest in the history and culture of East European Jewry;
* Language proficiency in Yiddish;
* Previous experience using ArchivesSpace;
* Previous experience working with Finding Aids in EAD; and
* Current enrollment in an educational program requiring internship hours for degree completion.

**Compensation**

This internship is unpaid, though internship may qualify for academic credit if desired. If taken for academic credit the student must arrange details with the home academic institution.

**About us**

The YIVO Institute for Jewish Research was founded in Vilna, Poland, in 1925, and relocated to New York City in 1940 with the mission to study the history of Jewish life in Eastern Europe in all its aspects: language, history, religion, folkways and material culture. Today YIVO’s Archive and Library make up one of the largest collections of materials on this subject in the world.

**To Apply**

To apply please email cover letter and resume to Stefanie Halpern, Acting Director of Archives [shalpern@yivo.cjh.org](mailto:shalpern@yivo.cjh.org).

Please include the title of the job you are applying for in the subject heading of the email.