

Marine Corps Heritage Foundation

Historical Resources Branch Intern (Part time)

Working with the USMC History Division

Job Posting

The Marine Corps Heritage Foundation preserves and promulgates the history, tradition and culture of the Marine Corps and educates all Americans in its virtues. In partnership with the USMC History Division, the Marine Corps Heritage Foundation provides part time assistants.

Reporting to the Historical Resources Branch (HRB) Branch Head, the HRB intern will work through all phases of processing an archival collection, beginning with accessioning, preservation, research, arrangement and description, and data entry using HPE CM archival management system. The intern may participate in other activities, including reference and research assistance, to gain a comprehensive overview of the operations of an archives and military history facility. The intern will put into practice archival theory and techniques and historical knowledge learned in a real-world setting. Throughout, the intern will be introduced to archival theory, best practices and standards and have the opportunity to gain practical experiences.

****This position is limited to a maximum of 29 work hours per week.****

Training and Development:

- Gain knowledge about the archives and manuscript collections.
- Learn about archival theory and the best practices in the professional field.
- Through practice, enhance analytic, research and organizational skills.
- Professional skills development appropriate for a graduate student or recent graduates from a History or Library & Information Science program with an archival concentration.

Duties:

- Process archival collections, including physical and intellectual arrangement.
- Create database records.
- Create collection guides and other basic finding aids.
- Utilize recognized archival and records management practices .
- Communicate with other special collection interns and HRB staff.
- Participate in the planning and execution of division-wide projects, especially those related to cataloging, collection management, and digitization.
- Perform related duties as required.

Qualifications:

- Interest and/or experience in archival studies or related field.

- Interest and/or experience in military, Marine Corps and/or American History.
- Excellent communication and writing skills.
- Ability to multi-task and manage time.
- Attention to detail.

MCHF is an equal opportunity employer.
For additional information or to apply, visit marineheritage.org.