

## **Noble and Greenough School Archives Summer Intern 2022**

**Job Description:** The Noble and Greenough School Archives aims to document the evolution of the school from 1866 to present; to support the teaching, research and public service objectives of the school; and to identify, collect, preserve and make available the collection to the extended Nobles community. The Archives currently holds records, photographs and artifacts from the school's founding to the present including the papers from past Headmasters, deans, academic departments, administrative offices and student organizations. In addition, the archives holds various Nobles publications and a large photograph collection.

The Archives summer intern will assist with the rehousing and cataloging of over 5,000 items in the Archives collection. The intern will work alongside the Archivist and engage in physical processing of collections, creating collection level and item level catalog records, metadata creation, writing finding aids, and other collection management activities. This opportunity will allow the intern to gain experience in archival arrangement and description, appraisal, preservation, and to become familiar with standards such as EAD and DACS.

The length of the internship is 100 hours with a start date of June 28th, 2022. This is a part-time, paid summer internship.

### **Qualifications:**

- Applicants should be interested in pursuing a career in the Archives field, and should be currently enrolled in or recently graduated from a Master of Library and Information Science (MLIS) program or related program.
- Applicants should be able to work on site at Noble and Greenough School in Dedham, MA and able to travel to an offsite storage facility located 6 miles away from the school.
- Applicants should be willing and able to follow campus Covid-19 protocols, which may include masking, physical distancing, daily symptom attestation and other requirements.

### **Physical Requirements:**

- Must be able to push and maneuver a fully loaded cart.
- Must be able to lift/pull/push boxes that weigh 40 pounds or more.
- Frequent standing, walking, bending, lifting, and stooping.

### **How to apply:**

- Submit an online application [at this link](#) and email your resume and cover letter in PDF format to Heidi Charles at [heidi\\_charles@nobles.edu](mailto:heidi_charles@nobles.edu). Please note that while the online application requests three references, two references are sufficient for this position.

*Founded by George Washington Copp Noble in 1866, Noble and Greenough School is a co-educational, non-sectarian, rigorous academic community dedicated to motivating and inspiring students to achieve their highest potential and to lead lives characterized by service to others. Nobles is committed to creating a learning environment that represents a diversity of race, gender, gender identity, sexual orientation, religion, ethnicity, national origin,*

*background, experience, and perspective. Doing so is intrinsic to our mission and improves the educational experience for all. People of color, people with disabilities, members of the LGBTQ community, religious minorities, and members of other historically underrepresented groups are encouraged to apply.*