



## **ARCHIVES INTERNSHIP - PAID**

Dumbarton House, a Federal period historic house museum in Georgetown, seeks an archives intern during Summer 2021. Dumbarton House, headquarters of The National Society of the Colonial Dames of America (NSCDA), offers visitors an opportunity to enhance their appreciation of early American history. Dumbarton House (1799) strives to inform and educate the public, about life in Washington during the early Republic and about Federal Period decorative arts and architecture. Dumbarton House is open to the public with restrictions in place to help stop the spread of Covid-19. It is currently open 3 days a week for timed reservations and various digital programming.

In addition, Dumbarton House houses the archival collection of the NSCDA. The archive contains NSCDA corporate records dating from 1891 to the present. It comprises the operational history of the NSCDA and of the museum, Dumbarton House.

The Archives intern will report to the Collections Manager and participate in inventory and create finding aids for the NSCDA archives collection. The intern must have the ability to come on site at least once per week. We are monitoring the current situation and will make changes as necessary. The intern will be responsible for the duties listed below.

**A \$1,000 stipend will be awarded and/or academic credit may be arranged in cooperation with a sponsoring college or university.**

### **Duties:**

#### **Archival Management:**

- Inventory and create finding aid for archival collections
- Scan and create metadata

#### **Qualifications Needed:**

- Excellent interpersonal and oral communication skills;
- Excellent organizational skills and attention to detail;
- Self-motivated and able to work independently with minimal supervision;
- Bachelor's degree; Master's degree, working toward a Master's degree, and/or comparable experience in archives, museums, history, or a related field preferred;
- Prior experience working with Microsoft Excel and Sharepoint a plus;
- Prior experience working with digital collections a plus

### **Schedule**

- 180 hours (about 15 hours per week)
- Approximate start the week of June 1 through the week of August 13, 2020.

### **To Apply:**

- Send cover letter and resumé to: [education@dumbartonhouse.org](mailto:education@dumbartonhouse.org) with subject ARCHIVES INTERNSHIP
- Rolling deadline; position will remain open until filled.
- The incumbent is not eligible for museum benefits. Dumbarton House is an Equal Opportunity Employer. A background check is required for employment.
- Qualified applicants will be contacted to schedule an interview. Please do not contact Dumbarton House to inquire about the status of your application.

We hope to notify applicants of our selection by the end of April.