

The Schiele

Museum of Natural History

A Natural Adventure

Internship

Department: Museum Archives

The Schiele Museum Archives offers internships to students interested in gaining experience in archival methods, institutional history, oral history, history of science, documentary editing and collections management. The Archives serves as a repository for documents of historic value about the Schiele, as the official memory of the Schiele and as a resource for scholars. Work is chiefly, but not exclusively, in the arrangement and description of institutional records, personal papers, and photographic and other collections in special media. These internships are considered apprenticeships under the direction of the Collections Manager.

The Collections Division carries out preservation of collections in all formats and provides guidance to Schiele offices for the handling of electronic records. Preservation internships provide hands-on experience in preservation techniques, working with Schiele records and personal papers of prominent local administrators and scientists. The internships emphasize integrated preservation management, considering issues such as proper environment, housing, handling, and preservation reproduction of records. Electronic records internships provide the opportunity for practical research in issues associated with managing electronic records, especially large databases, e-mail, and distributed network based systems.

Term: Most internships are for a minimum of a semester or a summer term, at 15 hours per week or more.

Application: Full application should include a completed application form, resume, two letters of recommendation, a short essay describing your interest in a Schiele internship, and academic transcripts.

Deadline: Applications are reviewed throughout the year, but it is preferred that applications for fall semester are received by August 1st; winter/spring semester by December 1st; and summer semester by April 1st.

Stipend: No

Contact: Internship Coordinator
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