

Archival Project Intern

The Museum of Chinese in America (MOCA) is seeking 2-3 part-time Archival Project Interns (at least 20 hours per week) for a 6-12 month duration. A stipend will be provided.

General Responsibilities:

Under the supervision and training of the Collections Staff, Collections Intern provides assistance to various collections management activities.

Responsibilities:

- Help with registration work on organizing donors/lenders' files, managing collections insurance and shipment
- Make condition reports and measure dimensions for new acquisitions or as needed
- Scan images or take digital photographs for new acquisitions or as needed
- Adjust image qualities and sizes using Photoshop for presenting purpose
- Make inventories for new collections or as needed
- Physically preserve items using archival materials
- Assist in cataloging collections and reference library books using PastPerfect
- Assist in making archival finding aids
- Assist in organizing institutional archives
- Help with basic conservation activities conducted by conservation demands
- Assist with storage management, as well as collections movement
- Other works related to collections

Qualifications:

- Excellent organizational skills and an eye for details
- Previous experience on handling museum, archives, or library collections a plus
- Strong computer skills, knowledge of PastPerfect, ArchiveSpace, and other museum collections management systems preferred
- Knowledge of digital photography and digitization technologies
- Excellent verbal and written communication skills
- Ability to work independently and as a team player in a fast-paced environment; handle multiple tasks at once; adhere to deadlines
- Literacy in Chinese preferred

Please email a cover letter (with your availability and potential start/end dates) and resume to collections@mocanyc.org or mail your application to:

Digital Archival Project Intern
Museum of Chinese in America
Collections and Research Center
70 Mulberry Street, 2nd Fl.
New York, NY 10013
Fax: 212-619-4216 or