



Archives Internship

OSWEGO COUNTY HISTORICAL SOCIETY

About the Project

The Oswego County Historical Society is dedicated to preserving and promoting the history of the greater Oswego community. For over a century, the society has collected and maintained thousands of artifacts, photographs and manuscript collections that document the county's rich history.

OCHS accepts dozens of collections a year for processing into the collection. As an Archives Intern, you will learn all of the necessary skills to process a collection from the time of donation to the collection's final storage location. You will learn about all of the steps that go into correctly caring for a collection once in the hands of a museum, as well as how researchers utilize a museum or historical society's archives for their professional research.

Responsibilities

- Follow collection processing policies and procedures that museum staff and volunteers have compiled
- Handle all artifacts with care and consideration
- Conduct meaningful research on each object, and document these findings in a Finding Aid that can later be used by researchers
- Digitize all flat materials (archives and photographs) and learn about file types and storage systems that the museum uses
- Enter all items into the museum software PastPerfect

Qualifications

- Junior or Senior class standing at SUNY Oswego; History or Information Science Majors, Museum Studies minors preferred
- Available to work 8 - 10 hours per week, for a total of 120 hours
- An eye for detail, and commitment to thorough work

This is an unpaid internship. Any interested applicants can send a resume and statement of interest to Evie Frederiksen at assistant@rbhousemuseum.org.