

## **Archival Processing Internship, Spring 2026**

### **Job Description**

Liberty Hall Museum seeks an intern to contribute to the museum's archival remediation project. The intern will work with the Curator of Archives to arrange the collection, rehouse items in archival quality containers, and record information that will form the basis of a finding aid. Interns will also gain experience with identifying preservation concerns in an archive, documenting the quality of the collection, and working with stakeholders. The internship will be entirely in-person at Liberty Hall Museum in Union, NJ.

**This internship will be paid at a rate of \$16.30/ hour for 120 hours of work over the course of Spring 2026.**

### **Qualifications**

- Graduate student or advanced undergraduate student enrolled in a Library and Information Science, Museum Studies, History, Public History, or related program
- Coursework in collection management, preventative conservation, or archival processing is strongly preferred
- At least six months of experience in an archival or museum setting
- Knowledge of DACS is preferred
- Ability to work both independently and collaboratively
- Strong communication and interpersonal skills
- Attention to detail and accuracy is required
- Knowledge of New Jersey history is preferred

### **Physical requirements**

- Ability to lift up to 40 pounds
- Willingness to work around dust and mold, with protective clothing

To apply, please send a resume and cover letter demonstrating interest and experience to Kayla Doyle at [kayla.doyle@kean.edu](mailto:kayla.doyle@kean.edu)

**Deadline to Apply: January 1, 2026**