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Library and Archives Internship Opportunities Fall 2018-Summer 2019

The Puget Sound Maritime Historical Society is located within MOHAI's Resource Center in the Georgetown neighborhood of Seattle, 5933 6th Avenue South. We have a variety of opportunities available. You'll get the experience of working with a very small organization that is partnered with the AAM Accredited Museum of History and Industry. You would be working with the Director, Alicia Barnes (MA in Museology, University of Washington) and a variety of volunteers. Find out more about our organization at www.pugetmaritime.org.

Project: Book Deaccessioning

Timeline: Fall 2018 – Summer 2019 Days: Flexible, Monday – Friday between 10 am and 5 pm

The project focuses on our library's collection of books, which we aim to make accessible to the public through our new PastPerfect Online database. For this project, an intern will: 1) update PastPerfect database records in our library catalog; 2) identify and contact potential transfer sites; and 3) coordinate the transfer of deaccessioned books to other institutions or determine alternative disposal method.

Project: Photograph Scanning

Timeline: Fall 2018 – Summer 2019 Days: Flexible, Monday – Friday between 10 am and 5 pm

This project focuses on our Joe Williamson photograph collection, which consists of over 10,000 photos. Currently accessible only by our research volunteers, we'd like to have the photographs scanned and added to our PastPerfect Online database to increase public access. This project will not only foster museum skills, but also spark the interest of history buffs and researchers. This intern will gain experience in 1) basic cataloging, photo handling and digitizing; 2) working with Photoshop software; and 3) connecting media to database records using PastPerfect.

Project: Archives Cleanup

Timeline: Fall 2018 – Summer 2019 Days: Flexible, Monday - Friday, between 10 am and 5 pm

This internship focuses on the PSM library and archives collection, which has many outstanding small projects. This position would be good for anyone looking to gain experience in multiple archive management skills, including cataloging, archival re-housing, collection assessment and condition reporting, and database information management. The project gives an intern: 1) experience cataloging and entering data into PastPerfect database; 2) experience assessing the condition of archives; and 3) selecting appropriate archival storage materials.

**For additional information about any of these opportunities or to discuss an internship you would like to explore
please contact Alicia Barnes:
admin@pugetmaritime.org or 206.812.5464**