



TRANSPORTATION MUSEUM

*Ignite Your Imagination!*

## **Summer Library & Archives Internship**

**TIMEFRAME:** May – August/September 2018

**REPORTS TO:** Librarian/Archivist

**ACADEMIC LEVEL:** Undergraduate or Graduate

**LOCATION:** Owls Head Transportation Museum, 117 Museum St, Owls Head, 04854

**COMPENSATION:** \$12/hr (120 total hours)

**SCHEDULE:** Flexible schedule! Mon-Thurs between 10-5pm, *not to exceed 15 hrs/wk*

### **DESCRIPTION**

Under the supervision of the Museum's Librarian/ Archivist, the Lang Library Intern will inventory collection materials, digitize archival materials related to transportation, and assist in the preservation of historical documents. Duties may include but are not limited to:

- Re-housing and arranging original materials
- Creating box and/or folder lists
- Describing records in a traditional finding aid as well as in a digital catalog
- Scanning archival materials
- Interpreting aspects of specific items or collections
- Assisting in setting up small exhibits
- Attending a grant partnership meeting on Mount Desert Island
- Identifying items to share on social media channels
- Providing library/archives tours to visitors
- Minor preservation duties

### **QUALIFICATIONS**

- Proficiency in Microsoft Word and Adobe Acrobat
- Ability to use a scanner and scanner software
- Ability to work independently
- Good organizational abilities and strong attention to detail
- Ability to help create digital and physical displays
- Ability to lift 40 lbs
- Proficiency in Photoshop and Microsoft Excel preferred
- Basic familiarity with archival methods preferred
- Cataloging coursework preferred

- Interest in automotive, motorcycle, bicycle and/or aviation history a plus!

## **TO APPLY**

Interested applicants should submit the following materials:

- Resume/CV
- Unofficial transcripts of undergraduate and/or graduate (as applicable) school
- Letter of interest, detailing academic and career goals and applicable skills
- Letter of recommendation from an academic advisor or faculty member

Materials should be formatted as PDF documents and submitted by email to Sarah Dunne, Librarian & Archivist, at [sd@ohm.org](mailto:sd@ohm.org). Applications will be reviewed on a rolling basis, and qualified applicants will be contacted to schedule onsite interviews.

The Librarian/Archivist holds an MLIS and benefited greatly from internships during graduate school, and would like to provide similar opportunities for current students. It is preferable but not essential that the student be in the ILS program; students in another program who have strong computer and writing skills and an interest in transportation history would also be considered.

## **ABOUT OWLS HEAD TRANSPORTATION MUSEUM**

The [Owls Head Transportation Museum](#) is a nonprofit educational organization. Its mission is to collect, preserve, exhibit and operate pre-1940 aircraft, ground vehicles, engines and related technologies significant to the evolution of transportation for the purpose of education.

The Lang Education Center & Library is the educational repository that fuels the Museum's programs, exhibits and educational services. The Lang Library is a research library containing more than 6,000 book volumes and 3,000 periodicals, paintings, prints and ephemera, 10,000 photographs and negatives, a film and video library, and living history tapes and manuscripts. These collections are supplemented by more than 500 textile and clothing artifacts, and study collections of more than 5,000 artifacts relating to transportation history. These study collections support exhibits and education programs.

The onsite Library catalog indexes and describes each item in the Museum's Library and Archives holdings. The [online catalog](#) contains records for all of the Library's book and magazine holdings and for a sampling of the Archives holdings (photographs, prints, paintings, ephemera, etc.). More of the collection's archival materials are being added to the online catalog weekly.