

2019 Newberry ACM Student Internship Descriptions

Student Internships pay \$13.00 per hour and are limited to 10 hours per week maximum, so as not to interfere with seminar and research time. Each student will be responsible for arranging their specific schedules with his or her supervisor. Each supervisor has agreed to be flexible with the number of hours and days of the week students work. Supervisors understand that ACM students may work more hours earlier in the semester, before their independent research projects become more pressing. Students will be paid bi-weekly and will be notified when to pick up checks in the Newberry Institute Office; any checks cut after the end of the semester will be sent to the permanent address on file.

Conservation Lab

Supervisor: Lesa Dowd, *Director of Conservations Services*
(x3549; dowdl@newberry.org)

Learn how the Newberry preserves its many amazing collections in the Conservation Lab. The assistant will work with Conservation Staff by performing a range of tasks for the Lab. Projects may include organizing historical conservation departmental files for transition to the archives, categorizing historical letterpress type, inspections of incoming collections, and some basic hands-on conservation and preservation activities. The perfect candidate will have strong organizational skills and an excellent attention to detail.

Digital Imaging Services

Supervisor: John Powell, *Digital Imaging Services Manager*
(x3566; powellj@newberry.org)

Help bring readers from around the world to our collection! There are many ways that we make the Newberry's unique resources available to people outside of the building. Assist the manager with various tasks associated with administering the Digital Imaging Services department, including data entry, filing, record keeping, and other tasks as needed. You will have a chance to learn how collection materials are photographed, how the digital images are stored, and get a sense of the range of digital imaging services the library provides.

Events Office

Supervisors: Chayla Ellison, *Director* & Jessica Green, *Associate Director* (x3555; ellisonc@newberry.org; greenj@newberry.org; in person, 1st floor, east end)

Do you love planning? Are you wondering how that last fundraiser came together so flawlessly? Many different groups and people use the Newberry building to come together for meetings and other special events. Join us in the busy Events Office and learn what it takes to plan and organize events of all kinds, from in-house lectures and public programs, from tours to weddings and other rental events. The assistant will work with Newberry Staff on a variety of tasks including event preparation, room set-ups, phone inquiries, showing spaces for rental, assisting with public tours, organizing inventories, volunteer management, following up with clients and vendors, and event execution (early evenings and Saturday afternoons). Experience working with people can be helpful, but is not required. A willingness to multi-task and an interest in working in a fast-paced environment is a must! At the end of your term, you will be an expert in Events!

Exhibitions

Supervisor: *Assistant Registrar and Exhibition Specialist*
(Contact: Elizabeth Seely, seeleye@newberry.org)

The exhibits team brings our collection to the public! The Exhibitions Intern will gain knowledge and experience in a special collections' environment, assisting with exhibitions planning, preparation, and installation. This will include maintaining the Fall 2019 exhibition *What is the Midwest Part I* and planning for the future exhibitions including *What is the Midwest Part II* and *Nova Reperta*. You will also assist exhibitions staff with the installation of the November 2019 rotation in the permanent walk-in case *From the Stacks*. You will gain experience and training related to exhibition planning and design. Tasks will include data entry, photo processing, and manipulating digital layout. You will help support gallery maintenance, by cleaning exhibition cases and glazing, and replenishing printed materials and also provide general administrative support to Assistant Registrar and Exhibitions Specialist

General Reading Room

Supervisor: Maggie Cusick, *General Collections Services Librarian* (x3690; cusickm@newberry.org; in person, 2nd floor, General Reading Room desk)

Reporting to the General Collections Services Librarian, the assistant will provide public service in the General Reading Room, including circulation, photoduplication, and book storage while maintaining the security and preservation of the collections. Responsibilities include: retrieving materials from the bookstacks, delivering materials throughout the building, photocopying library materials, and other projects as appropriate. Hours are flexible within reading room hours (Tuesday - Saturday), but the ideal candidate would work a steady number of hours throughout the term. It is important that the person who fills this job have an excellent attention to detail and a public service orientation.

Newberry Institute Fellowship Program

Supervisor: Keelin Burke, *Associate Director* (x3555; ellisonc@newberry.org; greenj@newberry.org; in person, 1st floor, east end)

The Fellowships Program is part of the Newberry Institute, which is the hub of scholarly activity here at the Newberry and we're looking for some energetic individuals to work on various projects. Students will assist Keelin Burke and other NI team members with tasks related to the research life of the Newberry. Responsibilities may

include (but are not limited to): coordinating events such as colloquia, seminars, publicity for various NI programs, archival research, data entry and management, web design, public programming, digital scanning and database work. We have many diverse tasks and can potentially mold parts of the job to fit your interests and skills.

Newberry Institute Scholarly Seminars Program

Supervisor: Mary Hale, *Program Manager*

Contact: Mary Hale (x3602; halem@newberry.org; in person, 4th floor, east end)

Bring researchers together in conversation! Learn what happens when scholars gather, discuss and debate their ideas by assisting the Newberry Scholarly Seminars Program. You will participate in coordinating the 16 year-long seminars series that cover a range of topics including Borderlands and Latino/a Studies, Labor History, American Literature, and Premodern Studies. Duties include data entry and mailing list management, assisting with set-up and promotion of seminars, and helping with promotion and social media. Flexible schedule but availability some Wednesday, Thursday, and Friday evenings (no later than 7 pm) and occasional Saturday days preferable—though not required.

Special Collections Reading Room

Supervisor/Contact: Lisa Schoblasky, *Special Collections Services Librarian* (x3675; schoblaskyl@newberry.org) in person, 4th floor, west end)

Reporting to the Special Collections Services Librarian, the assistant will help with the public service work of the Special Collections Reading room, including circulation, photoduplication, and book storage, as well as maintaining the security and preservation of the collections.

Responsibilities include: retrieving materials from the bookstacks, delivering materials throughout the building, and photocopying library materials. Hours/days are flexible (Tuesday-Saturday), but the ideal candidate would work a steady number of hours throughout the term. It is important that the person who fills this job have an excellent attention to detail and a public service orientation.

Newberry Bookstore Associate

Supervisor/Contact: Jennifer Fastwolf, *Bookstore Manager* (x3520; fastwolfj@newberry.org) in person, 1st floor bookstore)

Assist the Newberry Bookstore Manager in general retail operations. Duties include stock merchandizing, sales and register operations, taking special orders, assisting with Adult Seminar books and patrons, and participating in evening Author events. Flexible schedule, but availability some Tuesday, Wednesday, and Thursday evenings until 8pm and Saturdays. A strong background in retail and customer service; skill in handling cash and credit card

transactions; ability to multitask; and an outgoing friendly personality comfortable with the public is essential.

Office of Public Engagement

Supervisor/Contact: Elizabeth Cummings, *Program Manager* (x3610; cummingse@newberry.org) in person, 3rd floor, east end)

Bring humanities programming to diverse public audiences both at the Newberry and off-site at our Chicago partner organizations. Assist the Newberry Department of Public Engagement in the logistics of operating our broad suite of Public Programs, including those related to our National Endowment for the Humanities Community Conversations Project, Chicago 1919: Confronting the Race Riots. Duties consist of general administrative support, including program registration management, promotion, and production. Flexible schedule but availability some Tuesday, Wednesday, and Thursday evenings until 8pm and Saturdays from 8 am to 2 pm. This includes attending evening and Saturday programs.

Center for Renaissance Studies

Supervisors: Lia Markey, *Director* (x3565; markeyl@newberry.org); Christopher Fletcher, *Program Manager* (x3514, fletcherc@newberry.org); and Claire Ptaschinski, *Program Manager* (x3541, ptaschinskic@newberry.org, in person, 4th floor, east end)

We seek an assistant that can aid with a variety of tasks related to a vibrant medieval and early modern studies research center that hosts symposia, workshops, and seminars, and is engaged in publication, digital, and exhibition projects. The assistant will help to staff conferences and events, to act as a course assistant for workshops and seminars, to help with entering faculty and student information into our database, to contribute to social media posts, to research items in the collection, and to learn digital humanities skills. Interest in premodern studies desirable but not necessary. Flexible hours with occasional work on Saturdays and evenings. Free meals and coffee at symposia and workshops.

D'Arcy McNickle Center for American Indian and Indigenous Studies

Supervisor/Contact: Patrick Rochford, *Program Coordinator* (x3552; rochfordp@newberry.org; in person, 4th floor, east end)

Assist the D'Arcy McNickle Center prepare its exciting slate of fall programming, especially events related to the Newberry's commemoration of the 50th anniversary of the Occupation of Alcatraz. The assistant will help assist with seminars and program administration, including help with promotion and hospitality, and they will in turn gain some knowledge about the kind of collaborative and archival work the research center does. Duties may also include

clerical work, data entry, and AV delivery/setup. Interest in history and American Indian studies and bibliographic programs desirable. Flexible work schedule, but some availability on evenings and Saturdays would be ideal.

Manuscripts and Archives Division

Supervisors/Contact: Emily Richardson, Project Archivist (x3632, richardsone@newberry.org), and Samantha Smith, Project Archivist (x3623, smiths@newberry.org)

Get inside the heart of the archive! The Manuscripts and Archives intern will participate in the preservation, arrangement, re-housing, and catalogue description of Modern Manuscript collections. Possible projects include working with personal papers of individuals, archives of organizations or companies, or working with the recently-acquired Curt Teich Postcard Archives Collection. Under the supervision of the curator and archivists, the intern will participate in the following archival activities: Arranging and re-housing manuscript and archival collections, applying preservation treatments to collection materials, and conducting research on the content and subject matter of collections to inform arrangement decisions and to enhance collection descriptions.