



ARCHIVAL INTERN OPENING

Brethren Historical Library and Archives
Church of the Brethren



Archival Internship Program: The purpose of the program is to develop interest in vocations related to archives and libraries and/or Brethren history. The program will provide the intern with work assignments in the Brethren Historical Library and Archives (BHLA) and with opportunities to develop professional contacts.

Work assignments will include processing archival materials, writing descriptive inventories, preparing books for cataloging, responding to reference requests, and assisting researchers in the library. Professional contacts may include attending archival and library conferences and workshops, visits to libraries and archives in the Chicago area, and participation in a Brethren Historical Committee meeting.

Brethren Historical Library and Archives: BHLA is the official repository for Church of the Brethren publications and records. The collection consists of over 10,000 volumes, over 3500 linear feet of manuscripts and records, over 40,000 photographs, plus videos, films, DVDs, and recordings. BHLA is located at the Church of the Brethren General Offices in Elgin, Illinois.

Term of Service: One Year, beginning June 2019 (preferred)

Compensation: Housing, stipend of \$550 every two weeks, health insurance.

Requirements:

- Graduate student preferred or undergraduate with at least two years of college.
- Interest in history and/or library and archival work.
- Willingness to work with detail
- Accurate word processing skills
- Ability to lift 30 lb. boxes

Application: Interested candidates please request an application packet from

Office of Human Resources
Church of the Brethren
1451 Dundee Avenue
Elgin, IL 60120
E-mail: humanresources@brethren.org
1-800-323-8039, x367

All submissions must be completed by **April 1, 2019**.