



Archivist-in-Residence Application Form

Applicant Name:

Email:

Phone:

Graduate program name and school:

Graduation date:

Host Organization Name:

Host Organization Location:

Supervisor at proposed location:

Title:

Email:

Phone:

Please provide a brief description of the proposed residency project with two to three outcomes or products clearly articulated (up to 750 words):

Anticipated Timeline of Residency:

Project Budget:

Use the MIT Living Wage Calculator (<http://livingwage.mit.edu/>) to calculate the living wage and project budget. Document the following factors in a format similar to the provided Sample budgets.

- Minimum wage in project location
- Estimated cost of living in project location
- Completed level of education and relevant work experience
- Expected project level of technical expertise and independent work
- Other factors, such as institutional policies, that influence wage calculations
- Total hourly wage with a breakdown of proposed hours per week and estimated number of weeks
- Requested funding total

How did you hear about the SSA Archivist-in-Residence program?

Applicant

1. What skills, education, and/or previous experience do you have that will be utilized for this project (up to 500 words)?
2. How is this project applicable to your career goals and what skills do you hope to strengthen (up to 500 words)?
3. How do you see this project benefiting the host institution (up to 500 words)?

Host Institution

1. Please provide a brief description of the organization and the archival materials relevant to the project (up to 250 words):
2. What resources are required for the residency and how will the host organization provide those resources (up to 250 words)?
3. Please list any current or past participation in the Society of Southwest Archivists or an equivalent regional or national professional organization dedicated to historical or cultural preservation and/or education (up to 250 words):
4. How do you feel this residency will help you further your organization's commitment to ethical labor practices and the equitable treatment of students and new professionals? (up to 500 words):
5. How does the host site supervisor commit to supporting the Archivist-in-Residence during this project on a day-to-day basis? Please describe what training and supervision will look like. (up to 500 words):