

Special Collections Research Center Archival Processing Internship Program

About the Program

The Special Collections Research Center Archival Processing Internship Program engages graduate students in professional-level work that supplements formal archival education and core knowledge, strengthens existing and introduces new skills, encourages collaboration and teamwork, and contributes to understanding of how archival theories and methods are applied in practice.

John Sayles and Maggie Renzi Archival Processing Internship

Interns in the John Sayles and Maggie Renzi Archival Processing Internship Program will work under the supervision of experienced archivists and alongside other professionals and interns in the Special Collections Research Center. Projects vary from year-to-year, but are always for the [Screen Arts Mavericks and Makers collection](#).

As many as two Sayles/Renzi internships will be awarded in 2025.

Yellin Archival Processing Internship

Interns in the Yellin Archival Processing Internship Program will work under the supervision of experienced archivists and alongside other professionals and interns in the Special Collections Research Center. Projects vary from year-to-year, but are always for the [Joseph A. Labadie Collection](#).

As many as two Yellin internships will be awarded in 2025.

About the Internships

Duties and responsibilities include arrangement, description, and rehousing of archival materials; creating and improving container labeling; and updating and revision of existing collection description.

Interns will be paid for hours worked at a rate of \$25.00 per hour. Internships are expected to be completed over a period of 12 full-time weeks. Typical working hours are 8:30-5:00, Monday through Friday. Starting and ending dates for individual internships are negotiable.

Interns will be embedded in the work of the Special Collections Research Center and expected to follow procedures and participate in team meetings and other activities.

Qualifications (Required)

- Currently enrolled in or recently (within one year) graduated from a master's degree program in library and information science with a concentration or strong focus on archives
- Interest in gaining experience with archival collections and description
- Familiarity with archival descriptive content standards, especially *Describing Archives: A Content Standard (DACS)*
- Sensitivity to fragile materials handling
- Strong oral and written communication skills
- Ability to work independently and/or with minimal supervision

Qualifications (Desired)

- Experience arranging and describing archival materials
- Experience with collections management systems (ArchivesSpace, PastPerfect, Axiell EMu, etc.)

Application Requirements

Applicants are required to [submit](#) a resume, a statement of interest that includes their preference for a particular project, and two letters of recommendation from recent employers or educators.

Internship Projects

Internship projects are designed so that the intern may later refer to their discrete role and accomplishment when applying for employment. Interns will work on one of the several projects described below. Applicants are encouraged to familiarize themselves with the collection descriptions that are available online and to have a cursory understanding of the major topics represented in the collection.

Jonathan Demme Papers Processing Project

The [Jonathan Demme Papers](#) are part of the [Mavericks and Makers collection](#), and consist of materials related to Demme's extensive filmography from 1970-2008, including "The Silence of the Lambs." Materials are arranged chronologically by project, and cover most aspects of pre- and post-production, as well as publicity and related awards. At this time, materials from "Silence of the Lambs", "Philadelphia", and "Rachel Getting Married" have been processed and made available for use.

Interns working on the Jonathan Demme Papers will be responsible for arranging, describing, and rehousing material associated with one or more of Demme's other films; adding this description to the existing documentation for the collection; and updating finding aids. As many as two interns will be working on this project in 2025.

Labadie Small Collections Processing Project

The [Joseph A. Labadie Collection](#) contains many small collections which have either not been previously processed, or which have only minimal or outdated documentation. This includes correspondence, personal papers, ephemera, and other materials from a wide range of contributors.

The intern working with the Small Collections project will assist the Curator in identifying un- and under-described collections, as well as processing currently un-described small collections. This may include processing entire collections, or describing new additions to existing collections. Interns may also be asked to assist in converting old or legacy documentation to updated formats.

Bob Black Papers Processing Project

The Bob Black Papers concern are part of the [Joseph A. Labadie Collection](#), and concern the life and work of Bob Black, an American anarchist author, theorist, and critic known for his provocative essays on work and social structures. Born in 1951, he is best known for his essay "The Abolition of Work," which argues for the elimination of compulsory labor. The papers consist largely of correspondence on various topics with many anarchists, artists, scholars and critics, manuscript drafts, research materials, ephemera, and interviews documenting the anarchist movement of the 1970s-2000s.

The intern working with the Bob Black Papers will be responsible for consolidating, arranging, and describing accretions to the Bob Black Papers, which have been collected over the course of many years. The intern should expect to produce a complete finding aid which will describe all of the materials donated by Black to date, and, with the help of the Curator, identify significant contributors and correspondents within the collection.

Questions?

Contact Hilary Severyn at <hseveryn@umich.edu>