



ALBANY INSTITUTE OF HISTORY & ART

LIBRARY OPPORTUNITIES FOR VOLUNTEERS AND INTERNS

The Albany Institute of History & Art (AIHA) offers two programs for supervised work in the Library; we accept both volunteers and interns. The Library has various opportunities to meet the skills and interests of anyone. Some jobs tap into your creativity and others are more intellectually oriented. Additional positions require good organizational and office skills. A volunteer/intern might work solely on one type of activity for a long period of time, change duties every so often, or have several different projects at one time. AIHA, including the Library, presents a number of special events throughout the year and we often need people to lend a hand. We invite you to explore this brochure to learn more about these programs and the many jobs available in the Library.

The AIHA Library volunteer program is designed to give people the opportunity to give back to their community and contribute in a real way to a non-profit organization. As a result of their work, many volunteers may have a greater sense of purpose and self-satisfaction. Volunteering in the Library is a great way to learn about the Capital Region's rich history and culture and meet people, as well. Volunteerism is a practical way of learning useful skills and gaining relevant experience that can be applied in a career. Volunteers are expected to work a minimum of 3 hours per week during a set schedule for an indefinite period of time, but at least 3 months. Most schedules are worked between the hours of 9:30 - 4:30 p.m., Monday-Friday. Occasionally volunteers might work at special events on weekends and evenings.

The internship program is designed to give current students or recent graduates meaningful experience in the professional world. We have opportunities that appeal to students studying social sciences, humanities, the arts, library science, archival enterprise, and public history. At this time all internships are unpaid. The internship commitment is more formal than the volunteer commitment. Interns are expected to work a minimum of 8 hours per week during a set schedule for one semester or quarter term. Interns may reapply for additional semesters/quarters. Again, most schedules are worked between the hours of 9:30 - 4:30 p.m., Monday-Friday with occasional hours worked at special events on weekends and evenings. Internships can be completed as part of the requirements for course credit or as work engaged on your own. At the beginning of the semester goals are set. Interns and staff members meet midway through the semester to ensure that the intern is on track. And at the end of the semester the internship experience is evaluated. Interns are expected to attend activities such as staff meetings, group lunches, special events, and other formal activities. Library interns also may have opportunities to learn about the other departments in the museum by attending occasional presentations by staff members from different departments on some aspect of their work at AIHA.

Please review the Library job descriptions below. These are the types of jobs that might be available for you as a volunteer or intern. For more information contact:

Albany Institute of History & Art
Volunteer and Intern Coordinator
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Jobs for Volunteers and Interns in the Library

This list describes some of the projects that volunteers and interns might assist with in the Library. Some of the projects are finite, while others are ongoing. Please be advised that at the time you apply, not all of the positions will be available.

Administrative Assistant: Filing, photocopying, sorting mail, tallying statistics, searching for grant opportunities, updating databases, and other administrative assignments. Requirements: Basic clerical skills. Ability to use Microsoft Office products. Attention to detail. Ability to accurately record information. Internet searching skills.

Accessioning Assistant: Enter information about recently acquired books, manuscripts, photographs, etc. in an electronic database. Inventory and evaluate collections to be able to update information in databases. Assign collection and call numbers. Prepare correspondence and deeds of gifts to donors. Requirements: Basic clerical skills. Ability to use FileMaker Pro and MS Word. Attention to detail. Ability to accurately record information.

Archives and Manuscripts Processing Assistant: Arrange and describe collections of family papers and business/organization records. Proofread, edit, and create finding aids and databases to provide intellectual access to materials. Apply preservation measures to collection materials. Preservation activities may include removing paper clips and staples; rehousing materials into archival quality sleeves, folders, boxes, etc.; and interleaving scrapbooks. Requirements: At least two years of college. Previous experience working in an archive a plus. Ability to work independently with minimal supervision. Intellectual curiosity.

Bibliography Assistant: Create bibliographies and other pathfinders on specified research topics. Search the AIHA Library holdings for pertinent materials on topics that may include natural resources, history of education, women, African-Americans, trade and commerce, railroads, diaries, immigration, modern art, music, and other topics relevant to the art, history, culture, life, and current events of the Upper Hudson Valley region. Requirements: At least two years of college. Ability to work independently with minimal supervision. Previous research experience. Experience using Microsoft Word. Ability to comb methodically through collections to identify resources.

Book Processing Assistant: Photocopy title pages of books and complete forms so that books can be cataloged. Wrap book jackets with protective archival-quality book covers. Affix labels to book spines. Shelf new books. Inventory book collections in offices. Read shelves to ensure books are filed in correct numerical order. Create lists of new books. Requirements: Ability to use basic office equipment such as computers, printers, photocopiers, and typewriters. Clerical skills. Ability to work independently with minimal supervision.

Cataloging Assistant: This assistant helps with the cataloging of materials in various formats including books, periodicals, archives, manuscripts, architectural drawings, CDs, videos, vertical files, etc. Complete MARC worksheets. Photocopy title pages. Submit paperwork for outsourced cataloging. Add subject headings to MARC records. Upload electronic MARC records to library catalog. Retrospective cataloging such as paper conversion and proofing, editing, and updating current electronic records. Requirements: Graduate level or professional experience with library cataloging or metadata. Knowledge of MARC, MARC AMC, LCSH, AACR2, and DDC. Ability to work independently with minimal supervision. Experience working with Winnebago Spectrum a plus.

Grants Assistant: Aid in the grant writing process. Job duties may include: obtaining a thorough understanding of the needs of the Library; researching and identifying appropriate potential grant opportunities with from local, state, federal agencies and private foundations; assembling a grant calendar; drafting proposals and helping to compile required documentation; conducting research to help identify new potential foundations; contacting potential funders to determine guidelines, requirements, deadlines and specifications; and providing support with miscellaneous tasks consistent with the needs of the grant schedule. Requirements: College degree or previous grant writing experience. Good research skills including the ability to use both print and electronic information sources. Ability to read, analyze, and synthesize information. Good writing skills, including spelling and grammar. Ability to use MS Word. Ability to work independently with minimal supervision. Ability to meet deadlines.

Manuscripts Inventory Assistant: Inventorying collections of business records, organizational records, and family papers. Examine each collection and record basic information such as title, number, and size, plus information regarding levels of processing and intellectual access. Requirements: At least two years of college. Previous experience working in an archive a plus. Ability to work independently with minimal supervision. Good organizational skills.

Map Cataloging Assistant: Inventory maps. Use a cataloging worksheet to record basic information about maps. Assign call numbers to maps. Place maps inside acid-free folders, Mylar sleeves, or other protective enclosures. Requirements: Attention to detail. Graduate level or professional experience with library cataloging or metadata. Ability to work independently with minimal supervision.

Periodicals Assistant: Inventory magazines, journals, and newsletters. Create a title list of periodicals in the Albany Institute Library. Identify and subscribe to local newsletters. Rehouse materials into archival containers. Label boxes and folders. Move periodicals from one storage area to another. Requirements: Ability to work independently with minimal supervision. Basic clerical skills such as the ability to sort alphabetically and numerically. Ability to use Microsoft Word.

Photo Inventory Assistant: Inventory photograph collections. Examine each collection and record basic information such as title, number, and size, plus information regarding levels of processing and intellectual access. Requirements: Knowledge of photographic processes, previous experience working in an archive, and familiarity with local history helpful. Ability to work independently with minimal supervision. Ability to work in cool temperatures.

Preservation Assistant: Apply basic preservation measures to collection materials, including maps, architectural drawings, books, periodicals, manuscripts, broadsides, photographs, and ephemera. Job duties may include the following types of preservation activities: removing paper clips and staples; rehousing materials into archival quality sleeves, folders, boxes, etc.; building four-flap enclosures and other custom containers; making preservation photocopies; labeling boxes, folders, drawers; repairing tears and bindings; interleaving scrapbooks; shifting materials; and developing a disaster recovery kit. Requirements: Clerical skills. Familiarity with photocopiers. Dexterity to carefully handle fragile

materials. Ability to work independently with minimal supervision. Willingness to perform basic tasks. General arts and crafts talent.

Prospect Research Assistant: Identify materials in the Library regarding current and prospective AIHA supporters. Travel to offsite libraries and archives to gather more information. Research individuals, organizations, businesses, etc. using electronic resources. Create vertical files with identified information. Requirements: Previous research experience. Ability to work independently with minimal supervision. Ability to use photocopiers, microfilm readers/printers, typewriters.

Records Assistant: Assist with the management of administrative files. Create file folders using acid-free folders and labels created with Microsoft Word. Sort papers and folders. File materials using alphabetic and alphanumeric systems. Requirements: Clerical skills. Ability to use basic office equipment such as computers, printers, photocopiers, and typewriters. Willingness to perform basic tasks. Ability to work independently with minimal supervision.

Reference Assistant: Provide reference and research assistance to the public and staff via email, fax, letter, and face-to-face communication. Keeping statistical information. Photocopy information for researchers. Retrieve and file materials. Requirements: Good listening and reading skills. Customer service experience. Prefer at least two years of college and/or previous experience researching local history or providing reference assistance. Ability to work cooperatively with others and incorporate feedback into workflow.

Research Assistant: Provide in depth research assistance to library and curatorial staff for special projects. Requirements: At least two years of college that includes experience using libraries and various types of information resources to conduct research.

Stacks Maintenance Assistant: Shelve and file books, photographs, periodicals, maps, vertical files, and other library materials. Straighten and shift materials on shelves. Shelf read books to ensure they are in order. Requirements: Ability to climb step stools and ladders; lift books and boxes weighing up to 25 lbs.; push heavy carts loaded with books and other library materials; and read small numbers and letters. Ability to accurately file materials using alphabetic and alphanumeric systems. Good organizational skills and attention to detail. Ability to work independently with minimal supervision.

Web Assistant: Assist with the content management and design of the Library's website. Requirements: Experience with HTML and FrontPage. Attention to detail. Editing and proof reading abilities. Preferred XML, XMetaL, and EAD knowledge.