THE BOSTON ATHENÆUM

BOSTON ATHENÆUM
SUMMER INTERNSHIP FOR COLLEGE STUDENTS

ESSENTIAL JOB FUNCTIONS

The Boston Athenæum seeks a personable and reliable intern to assist in departments across the institution, allowing an overview of what’s involved in the departments of Special Collections, Reader Services, Education, Technical Services, Membership, Accounting, and Development. This position reports to the Head of Reader Services.

The ideal candidate will be organized, hard-working, and ambitious. This position will be available for summer 2022, roughly June through August.

**Hours:** From 20 to 35 hours per week

**Compensation:** $14.25 per hour; paid sick time; free membership concurrent with employment

RESPONSIBILITIES

- Supervise the use and handling of special collections materials in secure reading room
- Assist in completion of projects: for example, prepare curricula submissions for posting online and draft primary source sets for educators; support research of collection items; process archival materials, participate in social media group
- Offer basic reference services
- Perform all other duties as assigned

QUALIFICATIONS & REQUIREMENTS

- Submit to and pass a background check, including criminal history, personal references, employment verifications and Registry of Motor Vehicles (if applicable)
- Must be currently enrolled in a college program
- Must be comfortable interacting with the public
- Must be proficient in Microsoft Office
- Must be able to lift and move 40 pounds
- Commitment to fostering a workplace culture of teamwork and inclusion

TO APPLY: Please send a cover letter (including the days you are available to work) and resume to Mary Warnement via e-mail at: warnement@bostonathenaeum.org
The Boston Athenæum is an equal opportunity employer. We encourage individuals of diverse backgrounds to apply and are committed to hiring individuals who value a diverse and inclusive work environment. The Boston Athenæum is also committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. To request a reasonable accommodation, please contact the Human Resources Manager, Christopher Boudrot, at 617-720-7642 or boudrot@bostonathenaeum.org.

ABOUT THE BOSTON ATHENÆUM
Founded in 1807 as “a fountain, at which all, who choose, may gratify their thirst for knowledge,” the Boston Athenæum has evolved into a beloved subscription library, specializing in history, biography, literature, and art. 5,000 Households maintain active memberships in the Athenæum, and enjoy a range of services from individualized reference assistance to superb children’s programming, from discussion groups to curated selections of digital and print resources. Tourists and scholars from around the world consult the quarter-million rare items in the collection, which includes George Washington’s personal library; an important collection of early American portraits; rich holdings related to the Civil War and documenting New England’s build environment; and the Athenæum’s own historical archives, attesting to the institution’s role in American arts and letters. Each year, the Athenæum offers hundreds of cultural programs—including lectures, concerts, performances, exhibitions, and tastings—within its exquisite National Historic Landmark structure, widely regarded as one of the most beautiful libraries in the world.