



INTERNSHIP OPPORTUNITY

Burke Library at Union
Theological Seminary
Columbia University
3041 Broadway, New York, NY 10027



The Burke Library, the largest theological library in the western hemisphere and one of 22 libraries in the Columbia University system, has an exciting internship opportunity available!

*Gain valuable **hands-on experience** processing, describing and rehousing archival collections!*

Under the supervision of the project archivist, interns will work on important collections that are part of a three-year project processing the Missionary Research Library Collection and the William Adams Brown Ecumenical Library Archives.

The Missionary Research Library (MRL) Collection contain over 160 unique collections from missionaries and missionary organizations from six continents in the late 19th and early 20th centuries, with special strength in early 20th century China, Japan, and Korea. This collection contains a broad range of field reports, demographic surveys, and other analytical data. As a result, the MRL Archives document the cultural and social realities of indigenous populations in substantive detail, and will amply serve scholars of religion, historians, anthropologists, economists, and medical researchers, among others.

Founded in 1945 at Union Theological Seminary, the William Adams Brown (WAB) Ecumenical Library Archives contain over 30 collections, which serve as a source for the documentation and study of modern ecumenism. Today the WAB Archives include records of local (NYC), national, and international ecumenical organizations and communities, as well as records from ecumenical conferences (Protestant & Catholic dialogue) that have shaped global Christianity.

Tasks:

- Creating contents lists.
- Boxing and re-folding historic papers.
- Researching and writing Finding Aids (guides to archival collections).
- Undertaking basic preservation.

Internships are **unpaid** and may be taken for credit through your school. Interns are asked to commit for an average of at least 10 hours per week within Monday – Friday, 9am -5pm.

Qualifications and Skills:

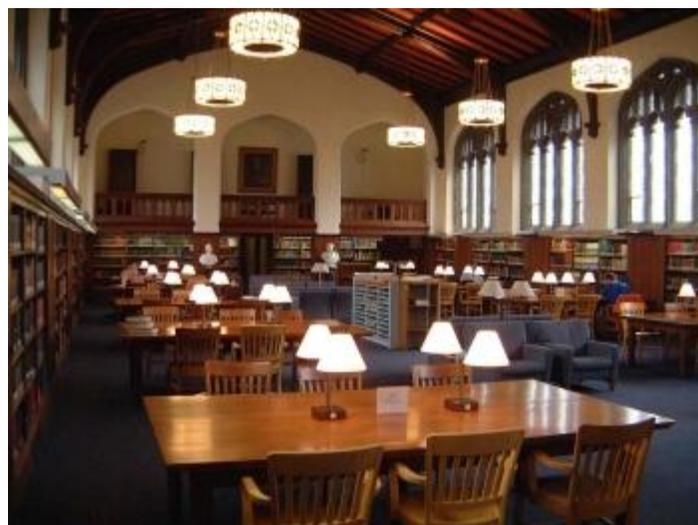
- Must be currently enrolled in a master's program.
- Excellent oral and written skills.
- No prior specialist archival knowledge needed. Support and training available.
- Ability to lift heavy boxes (40lb) safely and handle weights of 15 pounds regularly.
- Organizational/office skills and experience. Familiarity with Word and Excel.
- Capacity to manage spiral staircase and work with dusty materials.
- Knowledge of other languages including German, French, Chinese and Japanese appreciated but **not required**.

How to Apply:

Please submit the following:

- Cover letter explaining your career objectives and what you hope to gain from the internship.
- Résumé detailing your education and work experiences.

Send these materials and/or other questions to the project archivist, Brigette Kamsler, at bck2115@columbia.edu.



The Hidden Archival Collections of the Burke Library Project Blog:

<https://blogs.cul.columbia.edu/burkearchives/>

More about the Burke Library can be found through our website:

<http://library.columbia.edu/indiv/burke.html>.

Listings of The Burke Library's Archival Collections linked to a growing number of Finding Aids can be found at <http://library.columbia.edu/indiv/burke/archives.html>.