



FAIRFIELD INTERNSHIP (TEMPORARY)

Description:

Dyer Library/Saco Museum in Saco Maine serves the local community as a combined public library and museum. For more information about our organization, please visit dyerlibrarysacomuseum.org.

The intern will work under the supervision of Saco Museum staff to process new and backlogged archival collections. The intern will learn how to survey a collection, create a processing plan, arrange, rehouse, and label materials, and create descriptive metadata for the collection in a finding aid that will be published in the online catalog.

Major tasks involved:

- Review and analyze an unprocessed archival collection.
- Create a processing plan, determine what supplies are needed and propose an arrangement.
- Process the collection (arrange, rehouse, label).
- Research and write a finding aid, including historical context, scope and contents, and an inventory list.

Commitment:

- 125 hours, on site.
- Stipend of \$2000

Qualifications:

- Preference will be given to graduate students in library science studying archives and records management, but will accept archival or history students with some theoretical knowledge of archival principles.

How to Apply:

- Interested candidates should apply before May 1, 2025.
- Please send a resume and cover letter that addresses your career goals, how this experience will help you achieve your goals, and relevant experience or coursework.
- Documents can be emailed to jobs@dyerlibrarysacomuseum.org

History of the Fairfield Internship:

Thanks to a generous request by Saco historian Roy Fairfield. Dyer Library created The Roy P. Fairfield Maine History Room to house his personal papers and many of the historical documents of the city, and prior to his death in 2018 he organized and catalogued these documents so that other researchers could have access to information about town history, going back to its founding.