



Maryland

DEPARTMENT OF PLANNING

MARYLAND HISTORICAL TRUST

MHT Library Internship – 2024

Description:

The Maryland Historical Trust seeks a library intern to assist with various projects to increase accessibility and awareness of the library's collection. This is a paid internship (\$15.50/hour). Interns will receive a total amount not to exceed \$6,200.00 paid in bi-weekly increments based on the number of hours worked.

The Maryland Historical Trust Library is the state's principal repository for information relating to Maryland's architectural, archeological, and cultural heritage. The collection contains over 10,000 titles, as well as historical maps, oral histories, and over 100,000 photographic slides and negatives and emphasizes studies of Maryland in county histories, genealogical works, archaeological and architectural research, and other resources, but is not limited in scope.

The library intern will primarily work to complete inventories of MHT's collection, including cataloging, rehousing, and digitization. Other activities may include creation of social media and blog content, research related to architectural history and archeology, and assistance in day-to-day library tasks. The library intern will work under the supervision of the Librarian in the Office of Research, Survey, and Registration.

Qualifications:

- Currently enrolled in or recently completed undergraduate or graduate degree in library science, archival science, historic preservation, archeology, public history, history, or similar field.
- Interest in pursuing career in libraries, historic preservation, architectural history, archeology, public history, or similar field.
- Demonstrated ability to complete tasks requiring attention to detail.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office and Google Suite.
- Previous archives or library experience preferred.

Apply:

Send a cover letter and resume to Lara Westwood, Librarian: lara.westwood@maryland.gov. Position open until filled. Priority will be given to those who apply by May 17, 2024. No phone calls, please.

Location:

Maryland Historical Trust
100 Community Place
3rd Floor
Crownsville, MD 21032