

## **Gates Archive Internship**

**Summary:** Gates Archive is the private archive of the personal and philanthropic collections of our principals. Committed to creating a culture of learning and belonging, we are a team working to build an archive with a focus towards digital-forward processes.

Gates Archive is seeking two interns to gain experience working with archival materials. This opportunity is designed for interns to work with the Gates Archive team to acquire the skills essential for professional practice while contributing to the work of the organization. These are paid internships, scheduled to begin in July 2023 with full or part-time options. Interns will gain experience working in all archive program areas and may have the opportunity to complete a bounded project in an area of interest.

This position requires the ability to work onsite with our Seattle, WA based team with some flexible work from home days.

This position entails a background check.

### **Responsibilities:**

*To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the core responsibilities.*

Work closely with and under the direction of the Gates Archive team to:

- Learn about and support workflows for the acquisition, processing, digitization, preservation, and access of archival materials in all formats
- Learn about and support archive technologies and project management
- Build a culture of belonging across the organization in alignment with the organization's diversity, equity, and inclusion goals
- Fulfill other organizational duties as required

### **Skills and Abilities:**

- Must be able to work collegially and collaboratively
- Highly organized with strong attention to detail
- Ability to prioritize work, set goals and milestones, and meet deadlines
- Proficient with Microsoft Office; familiarity with SharePoint, content management systems, and business communication platforms
- Familiarity with modern archival theory, standards, and practices and their implementation, including appraisal methods, arrangement and description, preservation, and access
- Familiarity with common library and archive metadata and content standards (e.g., DACS, EAD, and AAT); familiarity with a variety of metadata standards
- Familiarity with information technologies used in special collections and archives environments (e.g., collection management, digital asset management, and digital preservation systems)
- Ability to handle sensitive/confidential information with a high level of discretion

- Ability to use discretion with communications and ensure security and confidentiality of all information.

**Education and Experience:**

Enrolled in or a recent graduate of a program of graduate or undergraduate study in Archival Studies, Library & Information Science, or related field such as History, Public History, Communications, or Computer Science.

**Pay rate:** The hourly rate for this internship is \$25. Interns will be advanced 40 hours of sick time as of their date of hire.

**Deadline for applications:** Review of applications will begin on April 6, 2023. Applications will be accepted until the position is filled, but priority will be given to applications received by the date the review begins.

To apply, submit a résumé and cover letter to [careers@gatesarchive.com](mailto:careers@gatesarchive.com)