



## Graduate Student Paid Intern (part-time)

### **About the BMRC:**

The [Black Metropolis Research Consortium](#) (BMRC) is an unincorporated association of Chicago-based archives, libraries, universities, and museums. The BMRC's mission is to connect all who seek to document, share, understand and preserve Black experiences. Founded in 2006, the BMRC promotes broad accessibility of members' holdings documenting African American and African diasporic culture, history, and politics, with a specific focus on materials relating to Chicago. In addition, the BMRC promotes the creation of new scholarship, art, and history and seeks to extend audiences interested in preserving Chicago's African American cultural heritage through scholarly and public programming. The University of Chicago serves as our host institution.

### **Graduate Student Paid Internship Description:**

The BMRC is looking for graduate student, preferably an MLIS student focusing on archives, to intern part-time (20 hours a week) to support the basic upkeep of the consortium's Archives Portal, social media accounts, and light administrative tasks as necessary. The intern will be paid \$19 per hour. The BMRC graduate student paid intern will be expected to:

- Carry out basic upkeep of the BMRC Archives Portal (maintain, update, and correct portal records for items or collections held at member institutions, ingest new records)
- Monitor the BMRC social media accounts including creating social media posts for BMRC member programs to post via Twitter, Instagram, and Facebook
- Conduct research regarding BMRC member collections as necessary
- Provide administrative support to BMRC staff as necessary

### **The ideal candidate will possess the following:**

- Be a Master's student in Library and Information Science or related field
- Interest in and knowledge of African American history and Chicago history
- Familiarity with the field of archival studies
- Strong research and writing skills
- Ability to work independently and collaboratively in a production-oriented environment
- Strong time management and organizational skills
- Excellent computer skills, including knowledge of Microsoft Office applications, Box, Google suite
- Demonstrated interpersonal, written, and oral communication skills
- **Preferred:** Knowledge of social media and digital media platforms
- **Preferred:** Experience or familiarity working with digital archives and/or content management systems
- **Preferred:** Familiarity with archival metadata standards

**To apply:** Applicants should submit a cover letter, CV and the name of two references via email to [bmrc@uchicago.edu](mailto:bmrc@uchicago.edu) with the subject line "Graduate Student Paid Intern."