

NYG&B Digital Collections Internship

The NYG&B is a nonprofit dedicated to the preservation of New York family history. For the past 150 years, we have been preserving valuable genealogical and historical records, producing peer-reviewed genealogical scholarship, and providing crucial resources to help amateur and professional genealogists navigate New York genealogy research.

Interns play a significant and valued role at the NYG&B, carrying out challenging tasks that make an important and visible difference.

We are currently seeking interns to work with historical records as part of the preservation process, either in-person or remote.

Successful candidates must demonstrate **attention to detail, good organizational skills, and a comfort with technology.**

Internships are generally eight weeks long and require a three-day commitment in exchange for college credit.

The NYG&B is pleased to offer academic internships for school credit to:

- **Graduate students** in the fields of library and information science, archival management, and records management.
- **College students** in the fields of history, American Studies, communications, digital media, and other relevant fields.

Option 1: Digital Projects Concentration (In person only) — Undergraduate and graduate students in the fields of library and information science, archival management, records management, or related fields will gain hands-on experience with digitization equipment and software, post processing software, digitization workflows and standards, and digital project management. Experience with scanning archival documents and knowledge of early American and New York history are desired.

Option 2: Digital Collections Concentration (In person or remote) — Undergraduate and graduate students in the fields of history, American Studies, communications, digital media, genealogy, or other relevant fields will work with digitized 18th–20th century materials. Interns will review digital images to create substantial descriptive text and other written content, and will evaluate and enhance indexes to improve discoverability and access. Experience with transcribing archival documents, using Excel/Google Sheets, reading handwritten text, and knowledge of early American and New York history are desired.

To apply, please e-mail a resume and cover letter to intern@nygbs.org. Specify which concentration you are applying for; if applying for both concentrations, please state your order of preference. Interviews are required and may be conducted by Zoom. Applications are accepted and reviewed on a rolling basis.

Check with your school's Internship Coordinator BEFORE accepting the hiring offer to determine if this position satisfies the criteria for receiving academic credit.