

## *Job Announcement – Intern, Archives & Special Collections*

### **About the International Volleyball Hall of Fame**

Want to work in the sports industry with an organization serving one of the fastest growing and exciting sports in the world? The International Volleyball Hall of Fame (IVHF) exists to honor the legends, recognize the greats, and preserve the history of volleyball worldwide. The IVHF serves as the world's historical repository and hall of fame for indoor volleyball, beach volleyball, para volleyball, and more. 161 athletes, coaches, officials, and leaders from 25 countries have been inducted into the IVHF since 1985. The IVHF supports nearly a dozen local and national events each year consisting of grassroots development, youth, collegiate, and adult programs. Visit [www.ivhf.org](http://www.ivhf.org) for more information.

### **Job Description**

The Intern, Archives & Special Collections will report directly to the Executive Director. Concentration in one field is selected by the student's interests and projects available at the IVHF museum. Examples include archival based projects, collections and exhibition management, public programming and community outreach, and social media web development. Our internships are intended to enhance the student's museum experience, cultivate professional skills, and independent work ethic. Internships are designed for individual students around their interests and availability. This position is located in Holyoke, Massachusetts. Minimal travel may be required.

### **Summary of Duties and Responsibilities** include but are not necessarily limited to:

- Assist with the creation of box-level inventories of newly acquired and existing collections and general warehouse duties including but not limited to re-boxing or re-housing of damaged containers, data entry, and file retrieval
- Participate in oversight of the Archive. Review and develop policies for archival materials
- Apply basic preservation techniques to archival records, including enclosing fragile or oversized materials
- Provides archival reference services for in-house staff and external researchers as directed by the Executive Director including patrons who submit requests by telephone, traditional mail, and email by conducting basic research, locating, retrieving, copying, and re-filing archival records
- Participates in digitization projects
- Assists with planning, research, and organization of archival exhibitions
- Assists with collection of original historical documents and reference material according to collection policy
- Assists in selecting and appraising archival materials offered to the Archive in conjunction with the collections policy
- Interacts with potential donors to the IVHF Archive
- May research and write lectures and publishable works on volleyball history for both the general public and the scholarly community as appropriate
- Interacts with appropriate vendors

- Present archival, manuscript, and history materials to field trip groups
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- Assist in grant research and writing to fund special projects
- Other duties and projects as assigned

#### **Minimum Qualifications**

- Commitment to the agreed upon internship program dates and work days (TBD by student availability and the project)
- Undergraduate/graduate study of museum studies, history, anthropology, or cognate discipline.
- Basic proficiency in office software (e.g. MS Word, Excel, PowerPoint)
- A professional work ethic, punctuality, and reliability
- Must be able to stand for long periods of time and lift 40 lbs
- A laptop is not required, but is desirable
- Academic credit is to be determined by student's university

#### **Desired Qualifications**

- Volleyball experience a plus but not required

#### **Stipend Information:**

IVHF internships are generally unpaid at this time due to limitations of available funding. Please inquire about any stipends that may be available. Credit and non-credit programs are acceptable.

Letters of interest should be sent by e-mail only to [interns@ivhf.org](mailto:interns@ivhf.org). Phone calls not allowed. Interns are accepted on a rolling basis throughout the year.