

Paid Summer Internship Opportunity with the Black Metropolis Research Consortium



Remote work for a Chicago library, museum, or archives

About the BMRC and the Archie Motley Archival Internship Program

The [Black Metropolis Research Consortium \(BMRC\)](#) is an unincorporated association of Chicago-based libraries, universities, museums, and other archival institutions. Through consortial programs, the BMRC aids in expanding broad access to its members' holdings of materials that document African American and African diasporic culture, history, and politics, with a specific focus on materials relating to Chicago. The BMRC is located at the University of Chicago and DePaul University is a member of the association.

The [Archie Motley Archival Internship Program](#) is designed to provide students of color with work opportunities to gain practical experience, earn money while they are in school or recently out of school, and enhance their educational experience. Interns will gain an understanding of archival practices, as well as learn about Chicago-area history and culture as it pertains to African American and African Diasporic people. The program is designed to recruit students of color, as a means to address the issue of underrepresentation of critically needed ethnic archivists within the archives profession. Archie Motley Interns will receive the training necessary to complete their projects, and will be mentored as part of the 2021 Archie Motley cohort. Interns will interact with BMRC staff, BMRC Board Members from across Chicago, fellow interns, and staff at their host site (most or all of these meetings will be virtual/remote for 2021).

Job Description

The BMRC is looking for a DePaul University student to assist a selected BMRC member institution with an archival project suitable for remote work, which will take place between mid-June and late August. Working under the direction and supervision of BMRC member archivists, the intern's assignments can include:

- Arranging and describing archival materials according to a combination of professional standards and local practices for increased research accessibility
- Creating metadata for a collection
- Conducting or transcribing oral history interviews
- Assisting with the creation of an online exhibit
- Creating and updating social media as part of a marketing campaign
- Creating a written summary of their work, and may be asked to give a brief presentation on their project

Basic/Required Qualifications

- Current DePaul student or 2021 graduate pursuing studies in history, English, African and Black Diaspora Studies, Critical Ethnic Studies, American Studies, Women's and Gender Studies, Peace, Justice and Conflict Studies, or other related disciplines
- Must be a student of color (Black/African American, American Indian/Alaska Native, Asian, Hispanic/Latinx, Native Hawaiian/Other Pacific Islander descent, or multi-racial)

- Excellent computer skills including strong familiarity with Microsoft Office applications including Word, Excel, PowerPoint and Outlook
- Reliable internet connection
- Quality and detail oriented
- Ability to exercise discretion and confidence when handling restricted materials and records
- Demonstrated effective written and oral communication skills
- Ability to work independently and collaboratively in a production-oriented, team environment
- Adaptability and enthusiasm in learning new skills
- Excellent time management skills
- Strong analytical, organizational and interpersonal skills
- Familiarity with Chicago and African American history a plus

DURATION

The internship will take place between mid-June and late August, and requires 200 hours. Specific schedules will be arranged with the host site.

COMPENSATION

\$3,000. The Archie Motley Internship position from DePaul University is co-sponsored by [Special Collections and Archives](#) in the Richardson Library.

For general information, contact Jamie Nelson, Head of Special Collections and Archives, at jnelso56@depaul.edu. For application questions, contact Allison Sutton, BMRC Program Manager/Archivist, at amsutton@uchicago.edu.

TO APPLY: Interested students should submit a cover letter to amsutton@uchicago.edu (with Archie Motley Internship in the subject line) explaining their interest in the internship and any relevant experience (coursework, previous work experience, life experience, etc.) as well as a resume that includes contact information and major. **Applications are due by March 16th at 5:00 pm.**