



ARCHIVE INTERN

The American Craft Council Library & Archives is currently seeking a resourceful, enthusiastic, and dedicated intern to work on a grant-funded special collections project under the supervision of the ACC librarian. Working in our library's special collections, you will elevate the work of early-career craft artists and increase the discoverability of materials in our collection that document the stories of notable artists from marginalized communities.

The primary responsibility of the intern will be to organize, describe, and prepare for housing the artist file materials for nine craft artists that have a significant relationship with ACC and the field of craft. Additionally, the intern will organize and process added materials for Year of American Craft, a national project headed up by ACC from 1990 to 1993, culminating in an exhibition at the White House by invitation of First Lady Hilary Clinton.

DETAILS

Location: Minneapolis, Minnesota

Job Type: Part- or full-time, temporary

Hours: Up to 350 hours, weekdays between the hours of 9 a.m. and 5 p.m., starting immediately and ending by May 31, 2022

Application Closing Date: Open until filled

Pay: \$17/hour

BACKGROUND

As a program of the American Craft Council, the Library maintains a comprehensive collection of print and visual materials on American craft with an emphasis on the period since 1940, containing over 20,000 books and exhibition catalogs, 700 bound volumes of leading periodicals, over 3,000 artist files, and an accompanying database. The Library is also the repository of the Council archives, including those of the Museum of Contemporary Crafts/American Craft Museum (1956–1990). While focused on modern craft, the collection also supports research in the related fields of design and applied and decorative arts. The Library is located in Northeast Minneapolis and is open to the public by appointment Monday–Friday, 10 a.m.–5 p.m.

PRIMARY RESPONSIBILITIES

- Organize and arrange materials into existing artist files, following established practice for the ACC artist file collections.

- Select, organize, and arrange additional materials for the Year of American Craft archive subseries.
- Update catalog records for the corresponding artist files to reflect additions to the files.
- Update finding aid for the Year of American Craft archive subseries to reflect additions to the archive holdings.
- Make use of controlled vocabulary resources to enter data into the important subject data fields of artist files, where appropriate.
- Execute proper care and storage of materials.
- Label boxes and arrange collections on shelves, shifting collections where necessary.
- Communicate regularly with the librarian as to concerns, issues, and progress on tasks.

QUALIFICATIONS

- Junior or senior undergraduate student, graduate-level student, or recent graduate of a library science, museum studies, history, art, or art history program.
- Experience using controlled vocabularies and/or tagging in data creation.
- Preferred coursework in archival studies and/or experience working in an archives or library setting.
- Familiarity with the structure and purpose of an archive finding aid.
- Excellent oral and written communication skills.
- Careful attention to detail and strong organizational skills.
- Ability to take initiative and work independently.
- Preferred interest or background in contemporary craft and craft history.
- Ability to work on-site in the ACC Library (required)
 - The American Craft Council library is currently following a masking policy for all employees and visitors.

TO APPLY

Please send your cover letter and resume to employment@craftcouncil.org with the subject "Archive Intern." This opportunity will remain open until filled.

This internship is made possible through the generous support of the Ruth DeYoung Kohler Foundation.

ABOUT THE AMERICAN CRAFT COUNCIL ACC is a national nonprofit working to keep the craft community connected, inspired, and thriving. Our founder, Aileen Osborn Webb, recognized the significant impact craft has on individuals and communities and established a nonprofit to preserve, cultivate, and celebrate this communal heritage. Eighty years later, our efforts span the nation. We share stories and amplify voices through *American Craft* magazine and other online content, create marketplace events that support artists and connect people to craft, and celebrate craft's legacy through longstanding awards and a unique research library. A range of other programs create

space for dialogue and action—because craft can bring us together as people. Learn more at craftcouncil.org.

ACC is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, gender identity, veteran status, or any classification protected by federal, state, or local law. We value diversity, inclusiveness, and equity and welcome candidates from all walks of life. Read more about [ACC's commitment to inclusion and equity](#).