



National Museum of the USAF Archives Internship Summer 2016

Position Description

The Research Division of The National Museum of the USAF is offering a paid summer internship for an undergraduate or graduate student interested in working in a museum archives setting.

The Intern will work directly with the Manuscript Curators. Projects will be selected by one of the Curators and may include the following activities:

- Digitize photograph collection
- Prepare items for exhibition
- Produce finding aids for special collections
- Perform preservation techniques on collections
- Catalog research materials
- Assist with research inquiries

The projects selected will depend upon the needs of the Archives and the requirements of the internship. The Manuscript Curators and the Intern will develop an overview of the projects that will be worked on during the internship. Periodic meetings and discussions will be held to ensure that the requirements of the internship and the needs of both the Intern and the Archives are being met.

Division Information

The Research Division supports the mission of the National Museum of the USAF by acquiring, organizing, preserving, and making available documentary materials that chronicle the development of Air Force aviation and space flight. The Division performs curatorial work and historical research for the Museum and provides support for government agencies, organizations, and individuals who use its resources for their own historical research. In addition, the Division acts as the Museum's corporate memory by maintaining historical files pertaining to the Museum itself and writing the Museum's annual history.

Application Procedure

Send a letter of application and current resume to:

Lonna McKinley, Museum Manuscript Curator
National Museum of the USAF
1100 Spaatz St.
Wright-Patterson AFB, OH 45433-7609
(937) 255-8830
E mail: lonna.mckinley@us.af.mil

AND

Apply for the position on USAJobs.gov. It will be listed under the series "GS-0399-04" as Administration and Office Support for WPAFB. This listing will be to fill several student positions on Base and will not specifically list the National Museum of the USAF. The announcement is expected to be listed on or around 29 Feb 2016. Be sure to keep watch for it. The announcement may have only one or two days' notice before closure.