Paid Summer Internship Opportunity with the
Black Metropolis Research Consortium

Chicago (location TBD)

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 preservation 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 2020 Archie Motley cohort. Interns will interact with the BMRC Executive Director and Board Members from across Chicago.

Job Description

The BMRC is looking for a DePaul University student to assist a selected BMRC member institution with an archival processing project, which will take place between June 15 and August 21, 2020. Working under the direction and supervision of BMRC member archivists, the interns’ assignments can include:

- Surveying an archival or historical collection, both to determine necessary material to re-house and to create intellectual organization for the collection
- Identifying preservation issues
- Arranging and describing the collection according to a combination of professional standards and local practices for increased research accessibility
- Assisting with creation of online and/or physical exhibit
- 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 2020 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)
- Ability to exercise discretion and confidence when handling restricted materials and records
- Excellent computer skills including strong familiarity with Microsoft Office applications including Word, Excel, PowerPoint and Outlook
• Quality and detail oriented
• 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
• Comfortable navigating public transportation to travel to host location; previous host locations include Northwestern University, Chicago State University, Chicago History Museum. This internship will NOT be based at DePaul.

DURATION
The internship will take place between June 15 and August 21, 2020, 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, with generous support from Arnold Grisham (B.S.C. Management ‘70, M.B.A. ’73), namesake of the Arnold and Jane Grisham Collection of African American Literature.

For general information, contact Jamie Nelson, Head of Special Collections and Archives, at jnelso56@depaul.edu. For application questions, contact Marcia Walker-McWilliams, BMRC Executive Director, at marciaw@uchicago.edu.

TO APPLY: Interested students should submit a cover letter to marciaw@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 April 27th at 5:00 pm.

PLEASE NOTE: In light of COVID-19, the 2020 internship is dependent upon the host site’s archives being open to the public this summer. Interviews are tentatively scheduled for early to mid-May, with final determination about the feasibility of 2020 internships at that time.