Historical Society of Long Beach
4260 Atlantic Ave., Long Beach, CA 90807 www.hslb.org

Position: Cataloging Intern – Special Collections

Website: www.hslb.org

Organization Description/ Mission:

The Historical Society of Long Beach collects, preserves, and presents local history. Through historical collections, exhibitions, and programs we connect people to the past, and to the place they live. We present an inclusive community narrative and help create a greater understanding of our neighborhoods, the city, and its place in the larger world.

Historical collections are at the heart of our mission. Items from cataloged collections include 145,000 photographic images, thousands of municipal records, documents, maps, textiles, publications, directories, biographies, objects, postcards, architectural drawings, yearbooks, scrapbooks, advertisements, menus, community organizational materials, works of art, and more. HSLB is a "working archive," which means historical materials are used by the general public, students, artists, scholars, and professionals conducting research.

Intern Roles/Responsibilities:

- Work with staff to assess collection items
- Catalog objects with standard metadata description in the PastPerfect database
- Recognize and identify underrepresented subjects
- Rehouse items in archival issue
- Possibility to create a small exhibition based on a relevant topic
- Written exit summary

Qualifications and Requirements:

- Proficient communicator with interpersonal, written, and oral communication skills
- Acute attention to detail
- Willingness to learn archival standards, procedures, and the PastPerfect database
- Familiarity with managing and organizing files
- Ability to work independently with minimal oversight
- Ability to interact well on and off-site with diverse persons, organizations, and groups
- Willingness to participate in community events as an HSLB representative
- Willingness to work HSLB special events such as First Fridays

Available Hours for Students:

- Monday, Tuesday, Wednesday, Friday 1-5PM
- Thursday 11AM-7PM
- Special events