Virtual Archiving Internship

About the Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The RBF's grantmaking is organized around three themes: Democratic Practice, Peacebuilding, and Sustainable Development. Though the Fund pursues its three program interests in a variety of geographic contexts, it has identified several locations on which to concentrate cross-programmatic attention. The Fund refers to these as “pivotal places”: subnational areas, nation-states, or cross-border regions that have special importance with regard to the Fund’s substantive concerns and whose future will have disproportionate significance for the future of a surrounding region, an ecosystem, or the world. The Fund currently works in two pivotal places: China and the Western Balkans. The Charles E. Culpeper Arts & Culture program nurtures a vibrant and inclusive arts community in the Fund’s home city.

Internship Summary

The Rockefeller Brothers Fund (RBF) seeks an Archiving Intern to help build a multimedia library for internal use by RBF staff. Using the RBF’s existing file management platforms and/or open source technology, the intern will develop and design a framework to process and make discoverable 50,000 photo and video files. In consultation with staff, the intern will identify key subjects and use cases to inform folder structure, file-naming conventions, and metadata tagging to begin building the library. The intern will also test and document the process for continued development, future maintenance, and long-term posterity.

This position offers experience in designing the framework for a legacy photo repository and the opportunity to develop an archival project as an emerging information professional. The intern may also participate, as appropriate, in meetings and events that will convey a deeper understanding of the RBF’s mission-related work and the philanthropic sector more broadly.

This is a paid internship of approximately 12 weeks beginning February 2021. The intern is expected to work 15 hours per week. Hours are flexible, but regular engagement with staff during the Fund’s regular business hours (Monday through Friday, 9am to 5pm EST) is required. Given restrictions in place to curb the spread of COVID-19, this internship will be conducted virtually. The intern will report to the Director of Communications.

Expectations

The intern will be enrolled in a graduate-level program in Information and Library Sciences or related field. The intern should have working knowledge of current metadata standards, digital and digital-born archival practices, and a fundamental understanding of knowledge organization and user-experience. The intern will possess strong interpersonal communication, self-management, and organizational skills and be comfortable working both independently and collaboratively to carry a project forward.

Application process

Please send your resume and a brief cover letter explaining your interest in the internship to internsearch@rbf.org by February 12, 2021, with the subject line “2021 Archiving Internship.” We are currently unable to receive applications submitted via mail and cannot guarantee response to telephone or fax inquiries. Interviews will be scheduled and conducted virtually, on an ongoing basis, until the opportunity is filled.
The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability, or religion. The RBF seeks to create opportunities for underrepresented groups to allow for more diversity, equity, and inclusion efforts. The RBF strives to be antiracist and antisexist institution, please read more (here). For additional information about the RBF, please visit www.rbf.org.