

Internship Announcement: Library and Archival Intern

About the Rockefeller Brothers Fund

Founded in 1940, the Rockefeller Brothers Fund (RBF) advances social change that contributes to a more just, sustainable, and peaceful world. The Fund has six grantmaking programs that reflect the board and staff's assessment of the challenges facing today's increasingly interdependent world. Three programs—Democratic Practice, Peacebuilding, and Sustainable Development—are fields of work that address issues of significant global concern. Thematic programs typically maintain a focus on the United States along with work internationally to strengthen the vitality of democracy, secure just and durable peace, and advance solutions to climate change. Two pivotal place programs—China and the Western Balkans—pursue program goals in our three fields of interest as appropriate to these specific contexts. They aim to build local capacity and generate lessons and innovations of significance to their immediate regions and beyond. We believe a combination of thematic and place-based approaches is needed to achieve enduring change. The Charles E. Culpeper Arts & Culture program, focused on New York, nurtures a vibrant and inclusive arts community in the Fund's home city.

Internship Summary

The Rockefeller Brothers Fund (RBF) is seeking a Library and Archival intern to help organize its institutional library and assist with its electronic archiving.

The intern will take an inventory of the RBF's books and other archival materials (approximately 1,500); organize the books and materials thematically, both digitally and on shelves; and design an appropriate system for the RBF to maintain and manage its library. The Special Assistant to the President oversees this internship.

The intern will also work with Fund staff and the Rockefeller Archive Center as the Fund moves to electronic archiving of its grantmaking and other related files. Work will include testing systems, collaborating with staff on finalizing process, organizing materials, and reconciling records to ensure that materials have been archived without error. The intern should be highly organized and comfortable with databases and overall technology.

The intern will have an opportunity to learn about the field of philanthropy through administrative tasks that support programmatic and operational efforts within a foundation. The intern may also participate, as appropriate, in meetings that will convey a deeper understanding of the RBF's mission-related work.

This is a paid internship of approximately 12 weeks. The intern will work 15 hours per week during the Fund's regular business hours – Monday through Friday, 9am to 5pm. The internship is based in New York City.

Expectations

The intern will be enrolled in an undergraduate program, preferably in library and information science or in a related field.

Application Process

The Rockefeller Brothers Fund is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability, or religion.

Please send a cover letter explaining your interest in the internship opportunity along with your resume by June 7, 2019. This material can be sent to internsearch@rbf.org using the subject line, 'Library and Archival Intern'. Alternatively, you may mail your application materials to:

Rockefeller Brothers Fund
Attn: Human Resources – Library and Archival Intern
475 Riverside Drive, Suite 900
New York, NY 10115

No telephone or fax inquiries, please. Interviews will be scheduled and conducted on an ongoing basis.

For additional information about the RBF, please visit our website at www.rbf.org.