

## **Museum Library Internship:**

### **Overview:**

The National Museum of Racing and Hall of Fame seeks applicants for an internship opportunity within its curatorial department. Our mission is to preserve and promote the history of Thoroughbred racing in America and honor the sport's most accomplished participants in the Official National Thoroughbred Racing Hall of Fame. The curatorial department is seeking interns to assist with an online cataloguing project for the John A. Morris Memorial Library reference collection. Dating from the 18<sup>th</sup> century to present day, the John A. Morris Memorial Library is comprised of over 5,000 volumes and periodicals related to thoroughbred racing. This position is ideal for a current undergraduate or post-graduate student looking to gain museum/library work experience via volunteer hours or course credit (the Museum is willing to work with any college/university approved internship program). *Please note: internship hours will be based on museum office hours (weekdays from 9 a.m. to 5 p.m.)*

### **Responsibilities:**

- Input reference collection information into the newly created online cataloguing system for the library.
- Assist the Curator, Collections Manager, and Historian with additional library projects, as needed.
- Prepare finding aids and assist with collections labeling for archival material housed in library.

### **Qualifications/Requirements:**

- Current or recent graduate, majoring in museum studies, library science, public history, art history, history, or a related field.
- Familiarity with museum/library standards and best practices.
- Excellent organizational skills and attention to detail.
- Works well in a team environment.

### **Preferred Qualifications:**

- Prior experience in a museum/library setting.
- Prior experience with data entry/working with a library database.
- Experience handling library material, books, and paper ephemera.
- Knowledge of and/or interest in the sport of thoroughbred racing in America.

Interested applicants should submit a resume with a cover letter and three references to Victoria Reisman at [vreisman@racingmuseum.net](mailto:vreisman@racingmuseum.net). Internships will be available throughout 2022.