

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

March 28, 2023

Reference No.: FY 23-22

Position Title: Summer Intern – Digital Collections and Archives
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: \$18 to \$22 per hour
Depending on experience and qualifications
Closing Date: April 30, 2023
Expected Start Date: May 22, 2023

The Library is seeking a motivated intern to assist in the growth of our Digital Collections initiative. This initiative is part of our new discovery platform and aims to make video, audio, photographs, and printed matter available to the court's researchers. The intern will organize and catalog born-digital materials and digitize analog materials.

POSITION OVERVIEW: The successful candidate will understand digital libraries and collections, metadata standards, and best practices in archives. Tasks will include, but are not limited to:

- Cataloguing materials for inclusion in the library's digital collections platform.
- Researching and fact-checking to enrich descriptive metadata for item records and authority control.
- Identifying potential collections for digitization and processing.
- Digitizing analog materials and creating versions for public display.
- Maintaining the catalogue as necessary.

QUALIFICATIONS: Preference will be given to those currently enrolled in, or recently graduated from, an MLS/MLIS program, though all with relevant experience are welcome to apply.

The successful candidate will possess:

- A close attention to detail, with strong organizational skills.
- Excellent written and oral communication skills.
- An ability to work effectively under supervision and independently.
- Experience or familiarity with cataloging and archival standards and best practices.
- Experience or familiarity with content management systems, Collective Access a plus.
- Knowledge of Photoshop.
- An interest in digital archives, history, and legal research.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The candidate(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay required. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption, and submit proof of full vaccination prior to start.

TO APPLY: Please email a cover letter, resume, and sample work product **as a single PDF attachment** to resumes@ca2.uscourts.gov, subject line: “Digital Collections and Archives Internship, Reference No. FY 23-22.” Your cover letter should include your summer availability and best means of contacting you. The work product could be a link to a website you’ve designed or video you’ve edited, or a self-edited writing sample (limited to 5 pages). **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.