Positions Available (2): 2009 Spring Archives Assistants
Institute for Museum, Preservation, and Archeology Research and Training (IMPART)

Maryland Commission on African American History and Culture

Banneker-Douglass Museum

84 Franklin Street Annapolis, Maryland 21401

The Institute for Museum, Preservation, and Archaeology Research and Training (IMPART) is a consortium of public and private higher education institutions, State agencies, and State museums that share a common interest in training professionals to work in the rapidly growing Maryland heritage and heritage tourism fields. The Banneker-Douglass Museum (BDM), an IMPART partner, is the State's official repository of African American history and culture. Housed in an African American church constructed in the 1870s, its mission is to document, preserve, and exhibit materials important to Maryland's African and African American heritage. Currently, there are two IMPART—BDM positions open:

Project Title I: Paper Archives Assistant

Project Title II: Photo Archives Assistant

Stipend: Total Salary is: $ 2250.^{00} for 200 hours administered in two payments: one in middle and other at the end of assistantship.
Work Schedule: Some flexibility in work schedule and starting & ending dates.

ASSISTANT TASKS

Paper Archives Assistant

The Paper Archives Assistant will assist with the processing and cataloging of a several series in the BDM Archives. The assistant will also have the opportunity to answer reference inquiries, assist researchers in the SGGL, and participate in the day-to-day management of a library & archives.

Photo Archives Assistant

The Photo Archives Assistant will assist with the appraising, arranging, describing, preserving, and cataloging of photographs in the BDM Photo Archives--a 3000 element collection of exhibition and event photographs taken throughout the MCAAHC & BDM's history. The assistant will focus on re-housing materials and creating series-level descriptions.

ASSISTANT QUALIFICATIONS

Applicants must be undergraduate students (part-time or full-time) at any college or university in Maryland. Applicants should have a background or a keen interest in one or more of the following disciplines: library/information studies, archival management, museum studies, African American studies, or American history. Applicants must be capable of writing well, of following precise directions, and of working independently.

Applicants may apply for one or both positions but will be selected only for one position.

HOW TO APPLY

Submit letter of interest (including for which position applying), **proof of student status**, and resume' by standard mail no later than March 27, 2009 to:

Joni L. Jones, Ph.D.
Librarian – Archivist at BDM address above