



Sisters of Mercy of the Americas  
Mercy Archives  
Mercy Heritage Center  
720 Heritage Center Place  
Belmont, North Carolina 28012

## MERCY ARCHIVES REVOLVING INTERNSHIP: MERCY HERITAGE CENTER

*The Sisters of Mercy are an international community of women religious vowed to serve people who suffer from poverty, sickness, and lack of education with a special concern for women and children. Mercy Heritage Center, located in Belmont, North Carolina, was created in 2011 to house the historic records of Mercy communities from the United States.*

*The intern will work with certified archivists to gain an introduction to the fields of archives and museums. The intern will be introduced to professional standards and practices and learn how to apply them in a real-world setting. This includes hands-on skills such as working with archival records, artifacts and displays, learning the basics of archival theory, digitization projects and associated digital workflows. The intern will also gain subject-area knowledge related to women's history, religious history and American history.*

**TITLE:** Archives Intern

**TIME COMMITMENT:** Dates are flexible – Approximately 6-weeks or roughly 140 hours

**DUTIES/PROJECTS:** Based on existing skillset, interest, and organizational need, the intern will engage in a variety of archival, digital, library, and outreach activities such as:

- Catalog artifacts related to the Sisters of Mercy according to professional museum standards.
- Archival preservation, arrangement, and description.
- Digitization projects and associated digital workflows.
- Oral history transcription and metadata entry.
- Various other special projects, such as research, reference, and outreach.

The ideal candidate will have:

- ✓ Related course work or interest in archival arrangement, collection management and museum studies.
- ✓ A firm grasp of 19<sup>th</sup> & 20<sup>th</sup> century U.S. history.
- ✓ Knowledge of research methodologies and the use of primary source materials.
- ✓ Be extremely dependable, organized, and attentive to detail.
- ✓ Computer proficiency including databases, Microsoft Office software and the use of scanners.
- ✓ Be able to lift 40 pounds.



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This position may be compensated with an hourly wage, based on several factors, including previous related experience and/or coursework. This experience can also be adjusted for and incorporated into any appropriate curriculum experience, such as for academic credit or as an extended service project. Please send resume, cover letter and list of three references to the following email address for consideration.

Kathryn Oosterhuis  
Archivist/Director, Mercy Heritage Center  
[koosterhuis@sistersofmercy.org](mailto:koosterhuis@sistersofmercy.org)