



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

## **MERCY MUSIC PROJECT INTERNSHIP**

*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 across the United States, Central and South America, Guam, Philippines, and Jamaica. The Sisters of Mercy have a long history of incorporating music and other creative activities into their evolving spiritual and communal identity, with existing collection materials spanning over 100 years in a myriad of formats in multiple repositories located across the United States.*

*Under the direction of the Music Project Lead, the intern will work with professional and certified archivists, other related staff, and sisters to support the identification and documentation of music compositions, performances, artifacts, and other music-related ephemera, with the eventual goal of creating a central database for greater accessibility to this subject matter. The intern will be exposed 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, learning more of archival theory, potential digitization projects and associated digital workflows. The intern will also gain subject-area knowledge related to Sisters of Mercy Community history, women's history, religious history, and music archiving.*

**TITLE:** Mercy Music Project Intern

**TIME COMMITMENT:** In person, 140 hours, dates and schedule are flexible. Hours to complete the internship will be within a Monday-Friday, 9-5, working at Mercy Heritage Center located in Belmont, North Carolina.

**DUTIES/PROJECTS:** The ideal candidate is a student or recent graduate with a background or interest in music, musicology, fine art. The intern will help control, organize, and collect information for the Mercy music project, including but not limited to:

- Identify and document music subject matter across the various collections.
- If appropriate, catalog music-related artifacts according to professional museum standards.
- Work with staff to identify collection holes and assist with related outreach activities.
- Various other special activities, such as transcription, research, and working with a variety of audio and audio-visual formats.
- If time permits, digitization projects and associated digital workflows.



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The ideal candidate will have:

- ✓ Related course work or **interest** in archival arrangement, collection management and museum studies.
- ✓ Previous experience working in an archive.
- ✓ 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.

This position is a paid internship with an hourly wage, based on several factors, including previous experience and related coursework. This internship can also be adjusted for and incorporated into any appropriate curriculum experience, such as for academic credit. Please send resume, cover letter and list of three references to the following email address to:

Kathryn Oosterhuis  
Director, Mercy Archives  
[koosterhuis@sistersofmercy.org](mailto:koosterhuis@sistersofmercy.org)