



## Internship Opportunity Collections/Archival Project

### Collections Internship Description

The Montclair History Center's (MHC) in partnership with the Montclair Ambulance Unit seek a graduate level student to digitize and catalogue the MAU's archival and artifact collection. The MAU is celebrating 70 years as the primary 911 emergency medical service for Montclair. MAU is staffed by 40 paid, professional emergency medical technicians. They have four ambulances and their crews are on duty around the clock at their historic 1906 station house. In 2022 they responded to 3,769 911 medical calls and this year their call volume is up 20%. They expect to respond to between 4,000 and 4,500 911 medical calls this year. MAU is an independent 501(c)(3) non-profit agency that does not receive operational funding from Montclair Township or residents' taxes. They rely on donations, grants and fundraising for a large portion of their annual operating budget. They want to celebrate MAU's long history of service to the community by telling the stories of their people and their service.

The selected candidate will report directly to the Collections Manager at MHC to complete the project. The project will consist of three components:

- Digitize MAU's photographic and archival material using MHC's resources at their office (located at 108 Orange Rd, Montclair).
- Catalog and create data for the material.
- Upload the photographs and archival material along with the data to MHC's digital asset management system and provide all resources in a hard drive to MAU.

This project will ultimately allow MAU and outside researchers to better understand the unit's history and subsequently Montclair's history. Ideal for students studying museum studies or library science. This internship will partially be conducted onsite with options to complete subsequent project compents virtually and offsite.

**Project Location:** 108 Orange Road, Montclair, NJ

**Paid:** No, but can be used for course credit

### Requirements

**Majors:** Museum Studies, Library Sciences, Information Systems Management, Data Science, Architecture, Art History

**Preferred Skills:**

- Knowledge in cataloging archival material, creating metadata, and using digital asset management systems (DAMS)
- Ability to work independently

**How to Apply**

Please email Erin Benz, Collections Manager, at [erin@montclairhistory.org](mailto:erin@montclairhistory.org) for more information or to apply for the internship. Interview will be required. Applications will close September 30, 2023.