

# BMRC

The Black Metropolis  
Research Consortium

## **Undergraduate Student Processing Archivist Internship**

### **The Organization**

The Black Metropolis Research Consortium (BMRC) is an unincorporated Chicago-based association of libraries, universities, and other archival institutions with major holdings of materials that document African American and African Diaspora culture, history, and politics, with a specific focus on materials relating to Chicago. The University of Chicago serves as Host Institution to the BMRC.

### **The Color Curtain Processing Project**

The Council on Library and Information Resources (CLIR) has awarded a twenty-eight month “Hidden Collections” grant to the Black Metropolis Research Consortium (BMRC) for our “Color Curtain Processing Project: Unveiling the Archives of Chicago's Black Metropolis”.

The generosity of CLIR will enable the BMRC to process over 10,000 linear feet of its members' primary resource collections related to African American History, create EAD finding aids, and formally introduce undergraduate students to the archival profession.

### **Job Responsibilities**

\*\*Team work and the ability to follow directions, work quickly, and achieve goals under strict time constraints are absolutely essential for the success of the overall project.

- Arrange and describe archival collections at select BMRC institutions
- Participate in the evaluation of the "Color Curtain Processing Project: Unveiling the Archives of Chicago's Black Metropolis"
- Contribute to the project blog
- Create finding aids for collections

### **Applicant Must:**

- Be a currently enrolled undergraduate student
- Possess a strong interest in history and/or archives and special collections
- Be available to work 20 hours a week
- Possess excellent organizational skills and the ability to achieve deadlines
- Be comfortable working independently and with a team
- Be capable of working for multiple supervisors and professionals in the archival, library and museum field
- Be willing to travel to any of the BMRC institutions participating in this project
- Be capable of lifting 40 pounds
- Pass a background check

### **Compensation**

\$13.50/hr

### **Duration**

The BMRC/CLIR "Color Curtain Processing Project: Unveiling the Archives of Chicago's Black Metropolis" project will run through July, 2013. Students will be hired to work from November 1<sup>st</sup>, 2011 to May 1<sup>st</sup>, 2012; with the potential for extension dependent upon excellent reviews by project staff and participating institutions and continued status as a student. **A mandatory 4 day training session (paid) will be held in early November, 2011.** The project team will be based at the BMRC office on the University of Chicago campus in Hyde Park.

### **To Apply**

Submit a resume, a letter of interest that includes availability/schedule information, a short writing sample, and complete contact information for two references to [bjules@uchicago.edu](mailto:bjules@uchicago.edu) with the subject line **"Color Curtain Processing Project Undergraduate Student Application."**

**\*Application Deadline 10/10/2011**