



Fallingwater Collections Internship

Fallingwater, a UNESCO World Heritage Site designed by Frank Lloyd Wright, seeks applications for its **Judy Cheteyan Fallingwater Collections Internship**. This year we seek two (2) full-time resident interns to work exclusively with the archives collection as part of an Institute of Museum and Library Services (IMLS) Museums for America grant project focused on the Fallingwater archival collection.

Job Description: Working under the supervision of the Senior Director of Preservation and Collections and the Collections Manager and Archivist, the Collections Intern will assist in preparing the archives for grant-funded environmental upgrades. The intern will also select one or more subcollections from within the archives as a focused summer project. Their selection will be based on diversity of content, and will be of a size and scope that can be successfully completed. Duties will include housing, organizing, and preparing a finding aid according to national standards for DACS (Describing Archives: A Content Standard) and EAD (Encoded Archival Description).

Projects Planned:

- Organization of digital files returning from outside digitization as well as creation object records in our collection management database, PastPerfect.
- Continued cataloguing of Kaufmann Family archival collection, including rehousing of archival materials.
- Preparing for relocation of materials during environmental upgrades within collections storage building.

Qualifications: Recent graduate or current graduate student in Library and/or Information Science with a strong interest and relevant experience in archives. Preference given to those with an interest in and/or experience with photo archives.

Physical Demands / Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Utilizing keyboarding and fine motor skills
- Bending, twisting, lifting and carrying up to 40 pounds
- Climbing up and down stairways
- Sitting/standing/walking for periods in excess of 2 hours
- To be able to complete all physical requirements of the job with or without a reasonable accommodation.

Position Duration: Ten weeks, beginning June 3, 2024, and ending August 9, 2024. Interns will be expected to work during normal business hours (typically Monday through Friday, 8:00am to 4:30pm), forty hours per week. June 19 and July 4 are unpaid holidays.

Location: Fallingwater is located in rural Mill Run, Pennsylvania (zip code 15464), and is approximately ninety minutes by car from the Pittsburgh International Airport (PIT). Having a motor vehicle is strongly recommended as there are no stores or amenities within walking distance.

Pay: This is a paid internship at the rate of \$16.00 per hour. Coed, shared housing is provided at no charge. Interns are required to provide their own food, linens, laundry supplies, and incidentals.

Application Process: To apply, email the following items to wpcjobs@paconserve.org and list **Collections Intern** in the subject line:

- Cover letter
- Resume
- Two letters of reference (academic or employer)
- Essay of 500 words on how our internship program fits your academic and/or career goals

Application deadline: March 31, 2024