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Library of Congress Summer Internship Program 2024

Description

The Library of Congress Summer Internship Program is seeking enthusiastic and motivated individuals for its 2024 edition. As an intern at the Library of Congress, you will have the unique opportunity to engage with the nation's premier cultural institution and contribute to its mission of providing access to knowledge and resources.

Responsibilities

- Assist in cataloging and organizing a diverse range of materials, including books, manuscripts, maps, and multimedia resources.
- Support research initiatives by retrieving and organizing information for Library staff and patrons.
- Contribute to the development and implementation of outreach programs and events.
- Collaborate with experienced professionals on special projects aimed at enhancing the Library's collections.
- Engage with library users, providing excellent customer service and assistance as needed.
- Contribute to the maintenance and improvement of the Library's digital presence.

Qualifications

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong interest in library sciences, information management, history, or a related field.
- Excellent organizational and communication skills.
- Detail-oriented with a commitment to accuracy and precision.
- Ability to work both independently and collaboratively in a team environment.
- Familiarity with library cataloging systems and research methodologies is a plus.

Experience

Previous experience in library or archival work is desirable but not mandatory. We encourage applicants with a passion for knowledge, regardless of previous experience, to apply.

Skills

- Proficient in Microsoft Office suite and basic computer skills.
- Strong research and analytical skills.
- Effective written and verbal communication skills.
- Adaptability and willingness to learn new tasks.
- Ability to handle and prioritize multiple tasks efficiently.

Hiring organization

Library of Congress

Employment Type

Intern

Industry

Libraries

Job Location

Washington, D.C., United States,
20001, Washington, D.C., United States

Working Hours

8

Base Salary

10

Date posted

June 15, 2025

Valid through

21.01.2027

Job Benefits

- Gain hands-on experience in a world-renowned cultural institution.
- Networking opportunities with professionals in the field.
- Exposure to diverse collections and resources.
- Development of valuable skills in information management and research.

How To Apply

To apply for the Library of Congress Summer Internship Program 2024, please submit your resume, cover letter, and contact information for two references through our online application portal. Selected candidates will be contacted for interviews.

The Library of Congress is an equal opportunity employer. We encourage individuals from all backgrounds to apply.