Ben’s Bells – ARCHIVIST INTERN
One of TWO Internship Opportunities

Responsibilities—Archivist Intern
The Archivist Intern is responsible for assembling, cataloging, preserving, and managing collections of Ben’s Bells historical information. Duties include:

- Evaluate, select, retrieve, and arrange Ben’s Bells archival materials
- Make archives accessible in hard copy and digital format
- Store and preserve perishable documents
- Research and develop plan for public, onsite display of Ben’s Bells Archive in our Downtown Studio
- Participate in bell distribution
- Attend and support Ben’s Bells Kindness in Action Speaker Series
- Support Kindness Education programming, and other duties as assigned

Qualifications

- Education: Preference given to sophomore and above
- Cum GPA: 3.2
- Computer technology not provided; must provide personal laptop

Essential Skills and Abilities

- Responsible, punctual, and detail oriented
- Excellent verbal and written communication skills
- Interest in the practice of intentional kindness, K-12 educational programming, and community education
- Interest in non-profit development and outreach
- Ability to work with a diverse team
- Flexible perspective and willingness to engage in self-reflection and metacognition
- Knowledge and skills using Microsoft Word and Excel
- Comfortable with multiple social media platforms

How to Apply

Please visit www.bensbells.org/careers to submit a resume, cover letter, and two professional references. This position remains open until filled.