

Summer Internship Opportunity

Jones Memorial Library

Jones Memorial Library is currently accepting applications for 1–2 Summer Interns to join our team this summer. This is a wonderful opportunity to gain hands-on experience working with archival and historical collections at a specialized genealogy and history library.

Eligibility

This internship is open to:

- Current college juniors or seniors
- Recent college graduates who graduated in 2024 or later

Position Details

- **Duration:** Mid-June through mid-August (4–6 week duration per intern)
- **Hours:** Up to 40 hours total per intern (part-time, flexible scheduling)
- **Schedule:** Weekly hours to be determined, Tuesday-Saturday
- **Pay:** \$14/hour
- **Positions Available:** 1–2

Responsibilities Include

- Processing and organizing archival materials
- Shelving and relocating library materials
- Shifting and labeling collections
- Conducting inventory and other library support tasks

Please Note

These are temporary positions. No benefits are provided, and there is no continued employment following the conclusion of the internship.

How to Apply

To apply, complete the Internship Application Form and submit it along with a copy of your resume to Refdesk@jmlibrary.org by **May 15, 2026**.

We look forward to hearing from you!