



# THE CAMBRIDGE MATIGNON SCHOOL

## Archivist Internship

### Organizational Overview - About Us

The Cambridge Matignon School is an independent, co-educational Catholic college preparatory school serving young men and women from the Greater Boston area, and countries from all over the world. Founded in 1947, The Cambridge Matignon school values experiential learning and is committed to making all students feel valued and welcome.

Our school motto is *Efficiamur Christiferi*, which means “Let Us Be Christbearers.” As a leader in the school, an intern must take this responsibility to heart; upholding the mission and vision of The Cambridge Matignon School and committing to serve our students in an equitable and wholehearted way.

### The Opportunity

The Cambridge Matignon School is seeking an archivist intern or practicum student to work with the Director of Operations and the Director of Communications in processing and cataloging historical materials leading up to the school’s 75th anniversary.

**Please note: This is an unpaid internship, but we will provide you with valuable work experience and work with your institution to arrange for course credit.**

### Responsibilities

- Processing of the collection, including sorting, boxing, labeling, inventorying, etc.;
- Creating a searchable, organized database of records;
- Digitize images;
- Prepare documents for storage longevity;
- Assist in researching archival management software;
- Engage in outreach to select alumni or community members to collect additional documents, photos, etc., to archive;
- Planning and/or preparing visuals and exhibits around the building;
- Other duties as assigned by supervisors.

### Job Requirements

*The ideal candidate will possess many, if not all, of the following characteristics:*

- Ability to work at least 10 hours a week, we can offer some flexibility in regards to days/times as needed;
- Strong organizational skills and excellent attention to detail;



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- Ability to lift medium-heavy boxes and walk up and down stairs;
- Willingness to learn, take initiative, and work independently.

## **How to Apply**

If you are interested in joining our team, please send a letter of intent and resume to [hr@matignon.org](mailto:hr@matignon.org). In the meantime, learn more about us on our website, [www.matignon.org](http://www.matignon.org).