

UNDERGRADUATE LIBRARY RESIDENCY

Call for Applicants

The application deadline for our 2024-2025 cycle is **11:59PM Monday, April 15th, 2024.**

Do you collect stories about your family's history? Have you ever wondered about the evolution of your neighborhood over time? Did you participate in National History Day in middle or high school? Have you enjoyed helping your kids with social studies assignments for school? Do you enjoy historical documentaries, television series set in the past, or reading historical fiction? A career in public history might be for you!

The Massachusetts Historical Society seeks applicants for the second cycle of its Undergraduate Library Residency program. Founded in 1791, the Massachusetts Historical Society is one of the oldest independent research libraries in the nation. We collect, preserve, and make available for research materials that help to tell the stories of our past. Free and open to the public, we offer access to our resources through the research library, exhibitions, public programs, and more. This residency program is designed to offer undergraduate students with an interest in pursuing a career in archives and/or public history an introduction to the field and entry-level work experience. No previous experience in public history or library work is required.

Two undergraduate students, the W. Dean Eastman resident and the Anna Clutterbuck-Cook resident, will be hired for the 2024-2025 academic year. During the two-semester residency they will provide services to researchers who make use of the Society's collections; complete at least one special project designed in collaboration with MHS staff; and gain a broad understanding of the public history and archival field through background reading, site visits, and professional development opportunities both within and outside the MHS.

Toward the end of the residency, the residents will wrap up their special project(s) and prepare 1) a presentation for staff and invited members of the public on their special project(s), and 2) a physical or digital portfolio representing their work during the entire residency. The portfolio will include a written reflection by the residency coordinator and any relevant departmental supervisors as well as examples of the resident's work and their own reflections on the strengths and weaknesses of the residency program, with recommendations for improving the program for future participants.

Academic Credit

The MHS does not grant academic credit for the residency, but students may seek to earn academic credit from their own institutions for their work. The residency coordinator will be available to help facilitate this if a resident chooses to pursue this possibility.

Hours

Residents will work 10-14 hours per week; up to a total of 336 hours during the residency period. Residents will work onsite and have a set schedule each semester, established to accommodate their coursework, other work schedules, childcare, and additional life commitments.

Wages

Residents will earn \$18.00 per hour; up to a total of \$6,048.00 during the residency period. As part-time staff, residents will receive staff benefits including paid sick time, paid holidays, optional participation in the MHS retirement plan, and professional development funds.

Requirements

Applicants must have completed the equivalent of one year of undergraduate coursework and be currently enrolled full- or part-time in an accredited undergraduate program during the residency period. Transcripts may be requested prior to final placement.

Terms of Employment

The Residency term will be approximately eight months, scheduled to coincide with the resident's 2024-2025 academic year. The residency is not eligible for extension or renewal, but residents may apply for open library assistant positions, or other positions that become available at the MHS, during or after their residency.

The MHS requires proof of a vaccination and up-to-date boosters for COVID-19 for all employees.

Equal Opportunity Statement:

The Massachusetts Historical Society aims to be a diverse workforce that is representative, at all job levels, of the citizens we serve. Candidates of all backgrounds are welcomed and encouraged to apply. We are committed to creating a work place free from harassment and discrimination on the basis of race, color, ancestry, religious cred, gender identity and expression, national or ethnic origin, sex, sexual orientation, pregnancy, age, genetic information, disability, military or veteran status, or any other category protected by law (also known as membership in a "protected class"). Candidates in need of accommodation in the application process should reach out to our human resources department with inquiries.

How to Apply

Applicants must provide a resume and complete a brief online application form that includes contact information and a short essay. We will also ask you to complete an optional and anonymous demographic survey that will not be linked to your application. Finalists will be invited to interview with the hiring committee and asked to provide contact details for three references.

Resume

On your resume, share your work and academic experience with us. We especially encourage applicants to include any work experience that involves frontline customer service, such as food service or retail work, and any experience in doing history, such as courses in high school and college.

Application Questions

In the short essay, consider the following questions (500 words or less):

- **What experience has prompted your interest in archival and/or public history work?** Share with us why you are applying for this position.
- **What is one question you have about doing public history work?** Share with us one thing you hope to learn during the residency year.
- **Describe a project that you are proud of having completed for work or school.** This can be a project of any type, on any subject. Share with us what you did and how you did it, with a particular focus on what challenges you encountered and how you responded to them.

[Apply Now](#)

The application deadline for our 2024-2025 cycle is 11:59 PM on Monday, April 15, 2024. Only completed applications will be reviewed.

Learn More About the MHS

Interested in learning more about the Massachusetts Historical Society's collections and activities as you consider whether to apply? Here are some suggestions:

- Explore [the Our Favorite Things digital exhibit](#) in which MHS staff introduce objects from the collection that they find particularly meaningful.
- Listen to [the Object of History podcast](#) in which MHS staff explore the history behind a specific item, or collection of items, in our care.
- Watch [a video](#) of a public program or program series such as our award-winning [Housing as History](#) series.

Questions?

We welcome questions about this relatively new program as you prepare your application. Please contact the residency coordinator Lauren Gray, Reference Librarian for Researcher Services at lgray@masshist.org.