



Gateway to Archival Internships Network Directory 2018

The Gateway to Archival Internships Network (GAIN) is a service offered through the Association of St. Louis Area Archivists (ASLAA) to alert students to internship, practicum, volunteer, and networking opportunities at archival and cultural institutions in the St. Louis area. The GAIN Directory contains participating institutions that briefly describes the types of projects and collections that each facility offers and who to contact for more information. Please distribute the GAIN Directory widely to students, faculty or staff that you think would be interested. Contact ASLAA at stlarchivists@gmail.org for more information on the GAIN program and directory.

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Archdiocese of St. Louis

About the Institution and Its Collections

The Archdiocese of St. Louis Archives collects, preserves, and makes available the historical records of the offices, missions, parishes, and schools of the Archdiocese.

Opportunities Offered

Internship
Practicum
Volunteer
Informational Interviews

Project Types

Processing
Digitization
Data entry/indexing
Preservation/conservation
Creating finding aids
Social media

Schedule Availability

Monday-Friday, 8:30AM-4:30PM. Special after-work hours could be arranged on occasion, but not on a weekly basis.

Contact

Rena Schergen
renaschergen@archstl.org
314-792-7026

Detailed Information

We have a wide variety of projects that an intern could undertake for hands-on archival experience. Help us photograph and inventory paintings; process and preserve photographic negatives; digitize cassette tapes; photographs or manuscripts; arrange and describe orphanage records; organize and catalog our small in-house library; and more - just ask!



Archives & Museum of Optometry

About the Institution and Its Collections

The AMO is the corporate archives for the American Optometric Association its allies and affiliates. It includes ~2,000 cubic feet of archival materials and ~2,000 cubic feet of museum objects collected by the American Optometric Association during the course of the last 100 years. Materials include organizational records, publications, sound recordings, moving and still images, manuscripts, art, ephemera, diagnostic and therapeutic instruments and commemorative memorabilia. The collection focus is on the profession, science and academic discipline of optometry and vision care.

Opportunities Offered

Internship
Practicum
Volunteer

Project Types

Processing
Digitization
Data entry/indexing
Preservation/conservation
Creating finding aids
Social media

Schedule Availability

Monday-Friday, 9:00AM-3:00PM

Contact

Kirsten Hebert
khebert@aoa.org
314-983-4136



Becker Library, Washington University

About the Institution and Its Collections

The Becker Archives specializes in collections that document the history and development of the Washington University School of Medicine and its affiliated hospitals and research institutions. The collections include administrative records of the School's departments, programs, and affiliated institutions; as well as faculty papers, photographs, artifacts, and oral histories.

Opportunities Offered

Internship
Practicum
Volunteer

Project Types

Social media
Creating finding aids
Preservation/conservation
Data entry/indexing
Digitization
Processing

Schedule Availability

Monday-Friday, 9:00AM-5:00PM

Contact

Stephen Logsdon
arb@wusm.wustl.edu
314-362-4236

Detailed Information

Only one position is available for accepted applicants per spring, summer, and fall semester with each position serving a 2-6 month term. Duties may include: 1) Arranging and describing archival collections according to recognized professional standards, 2) Compiling collection content lists and finding aids, 3) Inputting collection information into the library's archives management system, 4) Assigning metadata for content in the library's digital repository, and/or 5) Researching and contributing to online exhibits and social media platforms.

All accepted applicants will receive training in archival arrangement and description, gain knowledge of best practices in archives management, learn preservation and conservation techniques, and will be introduced to archives management software. All applicants must have strong clerical skills, proficiency with grammar and sentence composition, and familiarity with Microsoft Office. Additionally, applicants should have excellent organization and analytic skills, with strong attention to detail. Strong interpersonal skills and excellent oral and written communication skills are also desired. All applicants must also show appropriate judgment and discretion while working with sensitive materials.

Preferred applicants will have completed some training in archives administration, and will have some knowledge of archival management practices and standards. Student applicants wishing to secure an internship for course credit are strongly preferred.



Bellefontaine Cemetery and Arboretum

About the Institution and Its Collections

Founded in 1849 the cemetery has an archive which continues to grow. Beginning projects are being done for digitization and preservation.

Opportunities Offered

Volunteer

Project Types

Creating finding aids

Exhibit installation

Digitization

Preservation/conservation

Schedule Availability

Open 365 days a year, 8:00 AM to 5:00 PM.
Focus for volunteers would be weekdays, but once orientation is complete volunteers could do week ends.

Contact

Daniel Fuller

dfuller@bcsstl.org

314-402-3606

Federal Reserve Bank of St. Louis

About the Institution and Its Collections

The Federal Reserve Bank of St. Louis Archives collects primary source materials and artifacts for the purpose of preserving and interpreting the history of the Federal Reserve Bank of St. Louis and the branch institutions of the Eighth Federal Reserve District.

Opportunities Offered

Internship
Practicum
Informational Interviews

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids
Social media
Digital preservation

Schedule Availability

Monday-Friday, approximately 8:00AM-5:00PM

Contact

Pamela Campbell
pamela.d.campbell@stls.frb.org
314-444-8907

Detailed Information

Projects may be related to two distinct areas:

- 1) The Archives, which includes written or printed materials (including manuscripts, books, monographs, pamphlets, speeches, documents, et al); websites; electronic materials; data; photographs, photographic negatives and other visual materials; maps; audio and visual tapes; recordings and other oral history materials; artifacts of cultural, historical or technological significance; blueprints and drafting papers; and other types of materials.
- 2) FRASER, the free public digital library of the Federal Reserve Bank of St. Louis. FRASER's mission is to safeguard and provide access to economic history—particularly the history of the Federal Reserve System. To this end, FRASER has been developed into a mixed subject and institutional repository that preserves and provides access to economic and banking data and to policy documents relevant to economic and financial history. Our collection includes analog materials digitized by FRASER staff, analog materials digitized by others specifically for the FRASER collections, analog materials digitized by other parties and of which FRASER has obtained digital copies, and born-digital materials

Fontbonne University Archives

About the Institution and Its Collections

Fontbonne University's Archives is the official storage facility for historical university records, including some resources of our founders, the Sisters of St. Joseph of Carondelet.

Opportunities Offered

Volunteer

Project Types

Data entry/indexing

Schedule Availability

Monday-Friday, mornings

Contact

Catherine Lucy

clucy@fontbonne.edu

314-719-8026

Detailed Information

Volunteer assistance is needed with indexing the photo collection. This job consists of entering data for the photos into an Excel spreadsheet. Attention to detail and accuracy are essential. Can accept one volunteer at a time.

Franciscan Province of the Sacred Heart Archives

About the Institution and Its Collections

The Franciscans are an Order of Religious Men who dedicate their ministries towards helping the poor. Our collections focus on the friars and the areas around the United States and countries in which they minister.

Opportunities Offered

Practicum

Volunteer

Project Types

Processing

Digitization

Data entry/indexing

Creating finding aids

Social Media

Schedule Availability

Monday-Friday, 8:00AM-4:00PM

Contact

Mrs. Denise Thuston

thuston@thefriars.org

314-655-0523



Jesuit Archives: Central United States

[About the Institution and Its Collections](#)

Religious archive focused on the history of the Society of Jesus in the United States.

[Opportunities Offered](#)

Informational Interviews

Other: Hoping to expand into other opportunities once in our new location.

[Schedule Availability](#)

Monday-Friday, 8:30AM-4:30PM with break for lunch.

[Contact](#)

Administrative Assistant

jarcadmin@jesuits.org

314-376-2431

Maryville University

[About the Institution and Its Collections](#)

The collection consists of the records of Maryville University (1872-), ca. 60 lin. ft., including records of faculty, staff, students, alumni files, institutional records, photographs, and student publications. Except for the Dowling Papers, the collection has received only preliminary organization. Edward Dowling, S.J., Papers, (1900-1960) ca. 36 lin. ft. Consists of correspondence, manuscripts, photos, and documents on Alcoholics Anonymous, Cana Conference, Recovery Inc., and other projects of Fr. Dowling.

[Opportunities Offered](#)

Informational interviews

[Schedule Availability](#)

Flexible

[Contact](#)

Emma Prince

eprince1@maryville.edu

314-529-9194

Missouri Civil War Museum

About the Institution and Its Collections

This organization currently houses approximately 1000 military artifacts, primarily Civil War artifacts, and over 10,000 Civil War-related books and documents. The collections grows monthly. A focus, is to have a backup paper file for every Missouri Civil War soldier, or any Civil War veteran who served in, or is buried in Missouri. Other archival and preservation projects are in the works.

Opportunities Offered

Internship
Volunteer
Information interviews

Schedule Availability

Daily 9:00AM-5:00PM, including weekends

Project Types

Please contact for more information.

Contact

John Maurath or Mark Trout
jmaurath@mcwm.org
314-845-1861

Detailed Information

Since we are a new organization (3 years old), we are developing projects as we are able. The volunteer needs to be open to performing all sorts of tasks, including cleaning restrooms to handling priceless artifacts.

Missouri History Museum

About the Institution and Its Collections

The Missouri History Museum collects books, documents, photographs, objects and film regarding the history of St. Louis.

Opportunities Offered

Internship
Volunteer
Informational Interviews

Project Types

Creating finding aids
Data entry/indexing
Digitization
Processing

Schedule Availability

Monday-Friday, 9:00AM-5:00PM

Contact

Molly Kodner
mkodner@mohistory.org
314-746-4518



Missouri Pacific Historical Society

About the Institution and Its Collections

Our archives preserve the corporate history of the Missouri Pacific Railroad and its predecessor and subsidiary railroads. Collection contains photos and documents related to railroad operations.

Opportunities Offered

Internship
Volunteer
Information interviews

Project Types

Processing
Digitization
Data entry/indexing

Schedule Availability

Some digitization work can be done
remotely from home
Tuesday, Thursday-Sunday with
fluctuating schedule

Contact

David Huelsing
archivist@mopac.org
314-954-5335

Detailed Information

We have an extensive digitizing project in place, as well as opportunities to work with the collection in St. Louis at our new facility. Candidates interested in railroads/transportation history, modeling, and engineering would be most interested in these projects.

Missouri State Archives – St. Louis

About the Institution and Its Collections

The Missouri State Archives-St. Louis works to preserve and make accessible via microfilming, digitization, indexing, and onsite reference services the case files and record books of the St. Louis Circuit Court, 1804-1875. Projects for interns are keyed to compiling research guides or indexes relating to a broad or specific series of records. Examples include civil and criminal index books, 1866-1876; divorces, 1840-1850; index to freedom suits, applicants for free negro licenses, and orders for sale from the Probate Court.

Opportunities Offered

Internship
Practicum
Volunteer
Informational interviews

Project Types

Processing
Data entry/indexing
Exhibit installation

Schedule Availability

Monday-Friday, 8:00AM-5:00PM

Contact

Dr. Shelly J. Croteau, C.A.
Assistant State Archivist
shelly.croteau@sos.mo.gov
573.751.4303

Detailed Information

Candidates must complete a background check and an application through Dr. Croteau for the main State Archives and for the branch in St. Louis. Work would be done with Michael Everman, CA, Archivist for Local Records Program at the Carnahan Courthouse, 1114 Market Street, Room 245, St. Louis MO 63101. His contact information is Michael.Everman@sos.mo.gov and 314-588-1746. He also offers presentations to classes about court records, historical research or archival basic principles and practices.



Monroe County History Museum

About the Institution and Its Collections

Museum opened in 2008 with one gallery based on the Col. Edd Kueker gifted collection including transportation, Military artifacts from several wars, commerce and western artifacts - saddles and dioramas. There are permanent and yearly changing exhibits in various parts of the three galleries totaling approximately 8,500 sq.ft. There is a General Store from 1900s, diorama and artifacts from the private Allscheid Rock Shelter explored by archeologists from Washington University. There are currently two automobiles on loan (1917 & 1955) as well as a bedroom set from IL Governor's Mansion and several other items. Hundreds of items have been donated like the late 1800s Decker piano. We also have a presentation area with 50 chairs on the floor at all times. The next program is November 19 & 20, 2016 on the Civil War and "From Tablet to Tablet" on Dec. 11th both at 1:30. The museum a nonprofit located at 724 Elaine Drive in Waterloo. It is on Facebook and the website is www.monroecountyhistorymuseum.org.

Opportunities Offered

Volunteer
Informational Interviews
Other: Internships for portfolio-building.

Project Types

Data entry/indexing
Preservation/conservation
Creating finding aids
Social media
Exhibit installation
Media, marketing and outreach

Schedule Availability

Saturdays and Sundays, 12:00PM-3:00PM. April through mid-December.

Contact

Norma Reheis, President
njreheis@hotmail.com
618-514-1628

Detailed Information

We are looking for creative ideas for organizing artifacts, marketing, fundraising, videos for smart TV use, improved signage and possibly moving from paper to digital.

Museum of Transportation

About the Institution and Its Collections

The Museum of Transportation is dedicated to the preservation and documentation of the history of transportation and its continuing impact on the St. Louis Metropolitan area and North America. The Museum's Library & Archives collections contain a wide range of primary and secondary research collections from major railroads, transit companies, and transportation-related manufacturers that served the region, maps, prints, mechanical and engineering drawings, film, and ephemera.

Opportunities Offered

Internship
Volunteer

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids

Schedule Availability

Monday-Friday, 9:00AM-2:00PM

Contact

Teresa Militello
tma.teresa2@gmail.com
314-821-1190



National Archives & Records Administration, St. Louis Preservation Programs

About the Institution and Its Collections

The National Archives at Saint Louis is co-located with National Personnel Records Center and houses the personnel records of military servicemen and Civilian personnel from ca. the 1890's to the present. The Preservation Program is tasked with preserving these holdings for as long as possible. The holdings are primarily paper-based, but also contain some photographic and electronic media.

Opportunities Offered

Internship
Volunteer

Project Types

Data entry/indexing
Preservation/conservation
Social Media

Schedule Availability

M-F, 6:00AM-6:00PM

Contact

Marta O'Neill
marta.oneill@nara.gov
314-801-0907

Nestle Purina PetCare Company

About the Institution and Its Collections

The NPPC Archives is a corporate archive that seeks to identify, preserve, and provide access to historical materials to Purina employees. Holdings include: advertisements, packaging, promotional materials, photographs, merchandising materials, and company publications. The archives collects materials related to the Ralston Purina Company (1894-2001), Nestlé Purina PetCare Company (2001-present), pet food brands acquired by Nestlé Purina, and company founder William H. Danforth and his family.

Opportunities Offered

Information interviews

Schedule Availability

Monday-Friday, 8:00AM-4:00PM
Please make an appointment in advance.

Contact

Susan Anderson-Bauer
susan.anderson-bauer@purina.nestle.com
314-982-1992



St. Charles County Historical Society

About the Institution and Its Collections

Founded in 1956 to preserve the rich history of the county, the Society later merged with the St. Charles County Genealogical Society in 2009 and the mission expanded to include the preservation of the genealogical records of the county. Patrons and visitors to the Society can view records and hear stories of people, places, and events that have occurred in the county. A large number of the early city and county records are located at the Archives. Collections include manuscripts, judicial records, family files, maps, photographs, and more.

Opportunities Offered

Internship
Volunteer

Project Types

Exhibit Installation
Social Media
Creating Finding Aids
Preservation/conservation
Data entry/indexing
Digitization
Processing

Schedule Availability

Monday, Wednesday, Friday, and
Saturday, 10:00AM-3:00PM

Contact

Amy Haake, Archivist
archives@scchs.org
636-946-9828

St. Louis Public Library

About the Institution and Its Collections

The St. Louis Public Library Rare Books and Special Collections includes the St. Louis Public Library Archives, the Louisiana World's Fair Exposition Collections, the Grolier Collection, St. Louis Media Archives, St. Louis Blues (Hockey) Archives, Photograph Collections, Rare Books and Manuscript Collections.

Opportunities Offered

Internship
Practicum
Volunteer
Informational Interviews

Project Types

Processing
Data entry/indexing
Preservation/conservation
Creating finding aids
Exhibit installation

Schedule Availability

Monday-Friday, 10:00AM-6:00PM

Contact

Amanda Bahr-Evola
Head of Rare Books and Special
Collections
aevola@slpl.org
314-539-0399

Detailed Information

Assistance with the creation of finding aids and collection processing. Familiarity with Past-Perfect collection management software is a plus, but not requisite.



Saint Louis Science Center

About the Institution and Its Collections

The Saint Louis Science Center traces its roots to the Academy of Science of St. Louis, founded in 1856 as the first scientific organization west of the Mississippi River. The Science Center features more than 700 interactive exhibits in ten galleries. The behind-the-scenes historical collections include materials relating archaeological records, meteorological records and other references to early St. Louis science and technological development.

Opportunities Offered

Internship
Volunteer

Project Types

Processing
Data entry/indexing
Creating finding aids

Schedule Availability

Monday-Friday, 9:00AM-4:00PM

Contact

Kristina Hampton
kristina.hampton@slsc.org
314-286-4672

Detailed Information

The Saint Louis Science Center seeks assistance in organizing and maintaining archival documents and materials in the collections. The archival materials focus on the 160 year history of the institution and a range of information. Assistance is needed to inventory and process documents, sort and file documents, fulfill research requests, and properly store archival materials.



St. Louis Visitation Archives

About the Institution and Its Collections

The mission of the St. Louis Visitation Archives is to collect, preserve, and make available the historical documents and the rare and unique items associated with the Monastery of the Visitation and Visitation Academy. As an integral part of the Visitation Heart and Mind Center, (VHM), the St. Louis Visitation Archives seeks to further the mission of the VHM by providing a welcoming space, programs, and resources to support and enrich the unique Visitation Catholic and Salesian spirituality as the VHM continues the Sisters' ministry of Living Jesus. In order to achieve this mission, the archive: Actively collects and preserves documents and unique items relating to the Sisters of the Visitation, Visitation Monastery, and Visitation Academy; Collaborates and engages with Sisters, Alumnae, Students, Faculty, and Staff at Visitation Academy; and Provides exhibits and displays within the Heart and Mind Center and the school to showcase the history of the monastery and school.

Opportunities Offered

Internship
Volunteer

Project Types

Processing
Digitization
Data entry/indexing
Preservation/conservation
Creating finding aids
Social media
Exhibit installation

Schedule Availability

Summer hours are M-F, 7:30AM-3:30PM.
During school year: M-F, 8:00AM-4:00PM.

Contact

Amanda Gesiorski
agesiorski@visitationmonastery.org
314-625-9235

Salem United Methodist Church Archives

About the Institution and Its Collections

Salem's Archives houses paper documents, ephemera, photos, artwork, and textiles dating back to its founding in 1841. Much of the information has genealogical value.

Opportunities Offered

Internship
Volunteer
Informational Interviews

Project Types

Data entry/indexing
Creating finding aids

Schedule Availability

Monday-Friday, 11:00AM-2:00PM

Contact

Elizabeth Terry
eterryhistory@gmail.com
314-283-1779

Detailed Information

Because the collections aren't large, the Finding Aids are fairly detailed. Projects include creating Finding Aids and creating a database of 20th century membership rolls.



Society of Sacred Heart Archives

About the Institution and Its Collections

The collection contains documents and artifacts from the early 1800s to the present, of the convents and schools of a Catholic religious order that first arrived in St. Louis in 1818.

Opportunities Offered

Internship
Volunteer

Project Types

Processing
Data entry/indexing
Creating finding aids

Schedule Availability

Monday-Friday, 8:30AM-4:30PM

Contact

Sr. Carolyn Osiek, RSCJ
archives@rscj.org
314-367-1704

Southeast Missouri State University, Kent Library Special Collections and Archives

About the Institution and Its Collections

Special Collections and Archives at Southeast Missouri State University acquires, preserves, and makes accessible research materials that document the historical, literary, and cultural experience of Southeast Missouri, the Mississippi River Valley region, and the history of Southeast Missouri State University. While the holdings of Special Collections and Archives are developed in relation to instructional and research interests within the University, all holdings are available for use by visiting scholars and the general public, as well as by Southeast faculty and students.

Opportunities Offered

Internship
Volunteer
Informational Interviews

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids
Social Media
Exhibit Installation

Schedule Availability

Academic year: Monday-Friday, 8:30AM-4:30PM
Summer: Monday-Friday, 9:00AM-12:00PM, and 1:00PM-3:00PM

Contact

Roxanne Dunn
rdunn@semo.edu
573-986-7446



Washington University

About the Institution and Its Collections

Washington University Libraries Department of Special Collections' holdings cover a wide range of subject areas and collection strengths. Subject areas include the Civil War and westward expansion, the Civil Rights Movement, Children's literature, artists' books, book history, typography, printing history, modern literature, Semeiology, English Arts & Crafts movement, 20th century illustration and graphic design, Jewish Studies, the history of Washington University, Local History, and Popular American Arts.

Opportunities Offered

Internship
Practicum
Information interviews

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids
Social media
Exhibit installation

Schedule Availability

Monday-Friday, 9:00AM-5:00PM

Contact

Alison Carrick
alison.carrick@wustl.edu
314-935-5405

Webster University Archives

About the Institution and Its Collections

The Webster University Archives serves as the official repository for the permanent records of the university. It also selectively collects personal papers, manuscripts, and other materials of individuals and organizations that have played a significant role in the history and development of the university. The primary goal of the Archives is to document the teaching, research, administrative, student life, and community service activities of the university since its inception in 1915. For more information, please visit our website at <http://library.webster.edu/archives/index.html>.

Opportunities Offered

Volunteer
Informational Interviews

Project Types

Processing
Digitization
Creating finding aids

Schedule Availability

Monday-Friday, 9:00AM-4:00PM

Contact

Kathy Gaynor
kgaynor@webster.edu
314-246-7811



Wildwood Historical Society

About the Institution and Its Collections

The archives consists of a library, images, and artifacts concerning the history of the area now known as Wildwood, Missouri in far west St. Louis County. Artifacts date back as far as mid-1800s.

Opportunities Offered

Internship
Volunteer

Project Types

Digitization
Data entry/indexing
Exhibit Installation
Research

Schedule Availability

Public hours are Mondays 9:00AM-12:00PM. For interns and volunteers, schedule can be arranged outside open hours

Contact

Martha Bunch
martha.j.bunch@gmail.com
314-920-2249

Detailed Information

Projects include digitization of photos, data entry for library and artifact inventory, preservation of historic photos, and research into historic families.