



## **POSITION DESCRIPTION – SUMMER 2021 ARCHIVES INTERNSHIP (with stipend)**

Planting Fields Foundation seeks a qualified student or recent graduate for a summer internship to assist the Michael D. Coe Archivist with a new project, in-person and on site in Oyster Bay, NY. Reporting to the Archivist, this position is focused primarily on stabilizing and establishing intellectual control on a recently donated collection. The position involves inventorying, cataloging, and writing archival description for a wide variety of materials, including business correspondence, transactions and financial records, and architectural drawings.

This work is made possible in part by a gift accompanying the material donated by a private donor in 2021, to assist preserving and processing the collection.

### **Qualifications**

The successful candidate will be a highly organized, detail-oriented, self-motivated individual with an interest in hands-on archival work. The candidate should be currently enrolled in or a recent graduate of an MLS/MLIS degree program from an ALA accredited library school or equivalent, with some coursework in archives or equivalent work experience. A background or demonstrated interest in archives, historic house museums, or landscape design is preferred. Candidates must possess strong communication and writing skills, an excellent ability to prioritize, a collaborative instinct, and a professional demeanor.

### **Further information**

Compensation is a \$1,000 stipend, to be paid in 2 installments.

The internship will be in-person, and all Foundation staff and volunteers are required to follow current CDC COVID-19 safety protocols. The nature of the project requires physical handling of archival materials, including moving boxes weighing up to 50 lbs. The selected candidate will be responsible for their own transportation to our site in Oyster Bay, NY.

Time required is not to exceed 15 hours a week for up to 12 weeks, with flexible scheduling.

The selected applicant is welcome to begin the internship as early as June 2021.

### **About Planting Fields**

Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built



---

P L A N T I N G   F I E L D S

---

and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501(c)3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at [www.plantingfields.org](http://www.plantingfields.org).

**To apply:**

Please submit a short letter of interest and resume in PDF format to [research@plantingfields.org](mailto:research@plantingfields.org) by May 21.

Please format the subject line of your email in the following way: Last name, first name – archives internship.

For questions, please email Caitlin Colban-Waldron at [research@plantingfields.org](mailto:research@plantingfields.org).