

Internship Posting



Archival Internship: reports to Michael D. Coe Archivist

Internship Dates: June 15-July 27, 2024

Compensation and housing: \$1,000 stipend for six weeks, dormitory housing is available on site at Planting Fields

Deadline to apply: April 26, 2024

Planting Fields Foundation is seeking an Archival Intern to assist with the process of creating finding aids through ArchivesSpace. This is a great opportunity to learn more about finding aid best practices along with organizing archival materials. During this project, the intern will gain a greater understanding of the history of Planting Fields Foundation and will also assist with the organization and filing of documents and preparing information for finding aids.

Duties + Responsibilities:

- Format excel spreadsheets with inventories of archival collection records.
- Research and draft background information of archival collection records.
- Enter data into ArchivesSpace, an archives database to create finding aids.
- Re-file physical documents as needed.

Qualifications + Requirements:

- Graduate/undergraduate status.
- Major in library science, history, museum studies, or related field.
- Experience with ArchivesSpace is preferred, though training will be provided.
- Excellent research, writing, and analytical skills.
- A personal vehicle is strongly recommended.

Please send a thoughtful cover letter and resume to mpenny@plantingfields.org

Additional Information

This is a temporary internship position based in Oyster Bay, New York. The position is to be fully performed onsite at Planting Fields. Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace.

About Planting Fields

Planting Fields is a 409-acre Long Island Gold Coast estate that survives as a historical testament to American art, architecture, landscape design, and horticulture. It was created beginning in 1913 by William Robertson Coe, an English immigrant, and his wife, Mai Rogers Coe, heiress and daughter of Standard Oil partner Henry Huttleston Rogers. Together the Coes brought to life the Planting Fields we know today: a multidimensional estate where the built and natural worlds unite. The site retains numerous historic structures including Coe Hall, once the residence of the Coe Family and their staff, two greenhouses, one dedicated to the historic Camellia collection and the other featuring our tropical and subtropical plant collections, a dynamic landscape masterpiece shaped by the Olmsted Brothers, and 200 acres of woodland trails. Over the last century, the site has evolved from a private estate to a New York State Park that welcomes over 200,000 people annually. Today, it is included in the National Register of Historic Places and its preservation and relevance remain central to our mission.

About Planting Fields Foundation Archives

Planting Fields Foundation holds archival collections that consist of papers, photographs, films, architectural drawings, and other materials related to the planning, construction, and maintenance of Planting Fields during the Estate Era; to the Coe family—particularly William Robertson Coe, Mai Rogers Coe, Caroline Graham Slaughter Coe, William Rogers Coe, Robert Douglas Coe, Henry Huttleston Rogers Coe, and Natalie Mai Coe Vitetti; to the Planting Fields Foundation; and to landscape architecture. Included in the archives are original photographs by Mattie Edwards Hewitt; materials about the philanthropic activities of the Rogers and Coe families and their descendants, including W.R. Coe's role in the development of American Studies Programs at universities around the United States; architectural drawings by Walker & Gillette and the Olmsted Brothers landscape architecture firm; ephemera from the programs run by the State University of New York at Planting Fields; papers related to the activities of Planting Fields Arboretum State Historic Park and the business of Planting Fields Arboretum.