



## **New Era Archive intern**

**Reports to:** Jim Wannemacher  
**Department:** Brand Archive  
**Office Location:** 160 Delaware  
**Date Revised:** 11-06-18

**Supervisory Responsibility:** No  
**FLSA Status:** Non-exempt  
**FLSA Exempt Category:** Professional

**Full-time**  
Summer 2019

### **Summary**

New Era will be celebrating its 100<sup>th</sup> Anniversary in 2020. In preparation for this major milestone, we need to have our deep and rich history ready to share publically. While some of the Archive is cataloged, there is much of it that still needs to be researched and written. This position will be a dedicated resource for digging into items and documents, to round out a complete story. Looking for a solid research and documentation individual to take us over the bar in our story telling.

### **Projects**

- Cataloging of Archive artifacts: Locating, researching, and detailing out each item in our “paper” section
- Uploading cataloged items to New Era WORLD and Widen (internal resource data systems)
- Curate a seasonally specific exhibit in our “Archive Room 2”

### **Example:**

- Under the guidance of Brand Historian:
  - Taking our full Newspaper Ad/Article collection and cataloging, scanning, and uploading to Widen and New Era world for everyone internally to be able to access
  - Brainstorming and executing a seasonally relevant artifact and storytelling exhibit in our new room in the basement to be available to all internal people and visitors from May through June.

### **Key Responsibilities**

- Online search for items and researching our history.
- Detailing out each item being cataloged and looking for new items for our Archive.
- Document everything and saving to our internal resources.
- Writing stories for each.

### **Skills, Experience and Knowledge**

- Excellent interpersonal skills and ability to work effectively with people at all levels
- Excellent verbal and written communication skills
- Ability to work and manage multiple projects independently
- Strong organizational skills
- Thorough knowledge of Google, MS Word, Excel and PowerPoint, Outlook

### **Personal and Leadership Qualifications**

- Self-starter, motivated, ability to work independently
- Embraces work with a sense of urgency and persistence
- Takes initiative and is solution oriented

- Follows through on projects/requests until there is resolution
- Builds positive working relationships with internal colleagues
- Professional style of verbal and written communication

**Education and Experience**

- Current Sophomore, Junior, Senior or recent grad
- Preferred interest in research, history, and data collection.
- Experience in writing and process oriented business environment.

**To Apply:**

- Submit resume and cover letter to: [buffalointernships@sayestoeducation.org](mailto:buffalointernships@sayestoeducation.org)
- Once your resume and cover letter are approved, apply online at neweracap.com. **In the “how did you hear about us” section of the application, please type “SAY YES.”**

**Deadline:** Please ensure that your cover letter and resume are approved **BEFORE December 21<sup>st</sup>** so you can proceed with the application. Please complete your application before December 31<sup>st</sup>. Initial interviews for this position will take place during the first week of January!