

Gateway to Archival Internships Network Directory

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.com for more information on the GAIN program and directory.

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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

Marketing and outreach
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. Visit <https://bellefontainecemetery.org/>.

Opportunities Offered

Practicum
Volunteer
Information interview

Project Types

Processing
Digitization
Data entry/indexing
Preservation/conservation
Creating finding aids
Exhibit design or installation
Historical research
Writing projects

Schedule Availability

Open 365 days a year, 8:00AM to 5:00PM.
Office and Staff are Monday through Saturday. Focus for volunteers would be weekdays, but once orientation is complete volunteers could do Saturdays and some Sundays.

Contact

Daniel Fuller
dfuller@bcastl.org
314-880-8582

Detailed Information

We are at a key point of our development as a cultural Institution. Your participation will be very impactful and very good experience for development of your skills.

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 Roman Catholic Archdiocese of St. Louis.

Opportunities Offered

Internship
Practicum
Volunteer
Informational Interviews

Project Types

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

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

Federal Reserve Bank of St. Louis

About the Institution and Its Collections

The Federal Reserve Bank of St. Louis (St. Louis Fed) is one of 12 regional Reserve banks in the Federal Reserve System, the nation's central bank. As part of our overall mission to promote a strong economy and a stable financial system, we strive to make the history of the U.S. economy and the Federal Reserve accessible to the public through the [FRED](#) database, [FRASER](#) digital library, [Federal Reserve History](#) historical essays, our social media presence, and a [museum](#).

Opportunities Offered

Internship
Practicum
Informational Interviews

Project Types

Processing
Digitization
Data entry/indexing
Marketing or outreach
Exhibit design or installation
Historical research
Writing projects

Schedule Availability

Monday-Friday, approximately 8AM-5PM

Contact

Jona Whipple
fraser@stlouisfed.org
314-444-8907

Detailed Information

The Digital History and Archives team at the St. Louis Fed is involved in several archives-related initiatives. Our team is tasked with supporting our internal corporate archive (physical and digital), the [FRASER](#) digital library, and the [Federal Reserve History](#) website. Possible projects include:

- Produce content to add to the [FRASER](#) digital library, such as
 - Processing a digitization project from start to finish, including scanning, image editing, and metadata creation.
 - Processing a born digital project from start to finish, including gathering and organizing digital files and metadata extraction and creation.
 - Creating a [timeline](#) of resources for a topic relevant to FRASER materials.
- Write short articles for [Inside FRASER](#), [FederalReserveHistory.org](#) and/or [FRED Blog](#) highlighting historical content.
- Write tweets for [@FedFRASER](#) and/or [@FedHistory](#).
- Process physical archival collections, including document preparation and recording folder-level metadata.

We also have an [Economy Museum](#). Possible projects with the museum include:

- Visitor research on traffic, exhibit use, and marketing efforts
- Research temporary exhibit topics, content, and object acquisition
- Inventory on and off-display historic coin and currency collections
- Research/develop marketing and retention practices for volunteers

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
Marketing and outreach

Schedule Availability

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

Contact

Mrs. Denise Thuston
thuston@thefriars.org
314-655-0523

The Griot Museum of Black History

About the Institution and Its Collections

The Griot Museum of Black History preserves and celebrates the African-American heritage of the St. Louis region and beyond. It is a 501(c)3 non-profit.

Opportunities Offered

Internship
Practicum
Volunteer
Informational Interviews

Project Types

Processing
Digitization
Data entry/indexing
Preservation/conservation
Creating finding aids
Marketing and outreach
Exhibit installation

Schedule Availability

Wednesday-Saturday, 10:00AM to 5:00PM.
There may be opportunities to work outside these hours.

Contact

Dana Roberts, Archivist and Special Projects
Coordinator
info@thegriotmuseum.com
314-241-7057

History Museum of Monroe County

About the Institution and Its Collections

Best western exhibit east of the Mississippi, commerce, farming and travel with 1917 Cheve and 1901 Druey and wagons, military artifacts from several wars including Civil War, Wedding dress collection dating from 70s to late 1800s, Grand Openings for Galleries and exhibits, two Smithsonian Traveling Exhibits, IL Gov. Awards. Visit www.monroecountyhistorymuseum.org.

Opportunities Offered

Internship
Volunteer
Informational Interviews

Project Types

Digitization
Data entry/indexing
Preservation/conservation
Marketing or outreach
Exhibit design or installation
Historical research
Writing projects

Schedule Availability

Please call to discuss opportunities and logistics.

Contact

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

Detailed Information

There are numerous opportunities available for experience and growth including web design, research for special events, and participation in community events and organizations. Please set up an appointment with Norma Reheis for more information.

Jesuit Archives & Research Center

About the Institution and Its Collections

The Jesuit Archives & Research Center houses the collective memory of sixteen past and current administrative provinces of the Society of Jesus in the United States. These sixteen include the Buffalo, California, Central and Southern, Chicago, Chicago-Detroit, Detroit, East, Midwest, Missouri, New England, New Orleans, New York, Northeast, Oregon, West, and Wisconsin Provinces. The archives also houses the records of the governing body of the Society of Jesus in the US, the Jesuit Conference of Canada and the United States.

Opportunities Offered

Informational Interviews

Internship and Volunteer opportunities can be found at
<https://jesuitarchives.org/opportunities/> when available

Schedule Availability

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

Contact

Administrative Assistant
jarcadmin@jesuits.org
 314-376-2431

Mercy

About the Institution and Its Collections

Collections focus on the business records of Mercy, a Catholic nonprofit healthcare system.

Opportunities Offered

Informational interviews

Schedule Availability

Monday- Friday, 7:30AM-4:00PM

Contact

Jessica Craig
jessica.craig@mercy.net
 3147-909-4611

Missouri Civil War Museum

About the Institution and Its Collections

The museum is around 3 years old and 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

The volunteer needs to be open to performing all sorts of tasks, from handling priceless artifacts to cleaning restrooms.

Missouri Historical Society

About the Institution and Its Collections

The Library & Research Center is a multiuse facility that houses the Missouri Historical Society's vast collections and provides visitors with access to research materials. The facility contains more than 90,000 volumes, over 1 million photographs and prints, and tens of thousands of video and audio recordings. Notable collections at the Library & Research Center include artifacts related to the Lewis and Clark expedition, the 1904 World's Fair, and aviator Charles Lindbergh. Visit

<https://mohistory.org/library>.

Opportunities Offered

Internship
Volunteer
Informational Interviews

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids
Historical research
Oral history transcription

Schedule Availability

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

Contact

Kat Bourek

kbourek@mohistory.org

314-454-3191

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, history, equipment, & structures. Visit www.mopac.org.

Opportunities Offered

Volunteer

Project Types

Processing
Digitization
Data entry/indexing
Preservation/Conservation
Creating finding aids
Marketing or outreach
Reference

Schedule Availability

Tuesday evenings or Fridays. Flexible options available. Work at home/website content management as well.

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 facility. Candidates interested in railroads/transportation history, modeling, and engineering would be most interested in these projects. We are really looking for volunteers to help manage website content in the digital archives.

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

Bill Glankler

Assistant State Archivist

shelly.croteau@sos.mo.gov

573.751.4303

Detailed Information

Work would be done with Bill Glankler, CA, Archivist for Local Records Program at the Carnahan Courthouse, 1114 Market Street, Room 245, St. Louis MO 63101. His contact information is bill.glankler@sos.mo.gov and 314-588-1746. He also offers presentations to classes about court records, historical research or archival basic principles and practices.

The National Museum of Transportation

About the Institution and Its Collections

The National Museum of Transportation's Library & Archives contains books, records, ephemera, art, photographs, and film that document the history of transportation in North America and the St. Louis Metropolitan area. See the website at <https://tnmot.org/>.

Opportunities Offered

Internship
Volunteer
Informational interviews

Project Types

Processing
Digitization
Data entry/indexing (remote work options)
Preservation/conservation
Creating finding aids

Schedule Availability

Monday-Thursday, 9:00AM-1:00PM

Contact

Teresa Militello
teresa.militello@tnmot.org
314-821-1190

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
Marketing and outreach
Creating Finding Aids
Preservation/conservation
Data entry/indexing
Digitization
Processing

Schedule Availability

Saturday, by appointment

Contact

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

Saint Louis Art Museum

About the Institution and Its Collections

The Saint Louis Art Museum Archives, established in 1976, is the institutional repository for historical records. Materials date from the 1880s to the present, and cover such topics as the 1904 World's Fair, construction of the museum campus, exhibitions, educational programming, administrative and financial oversight and collections care. The Museum Archives houses a small number of collections that were created outside of the museum. These include records associated with gallerists, art collectors, artists and scholars whose work intersected with museum collections, personnel or administration. See <https://www.slam.org/research/library-archives/>.

Opportunities Offered

Internship
Practicum
Volunteer
Informational Interviews

Project Types

Processing
Data entry/indexing
Creating finding aids
Historical research

Schedule Availability

Tuesday-Friday, 10:00AM-4:30PM

Contact

Jenna Stout
Jenna.stout@slam.org
314-655-5452

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
Digital collection preparation and metadata
Preservation/conservation
Creating finding aids
Exhibit installation

Schedule Availability

Monday-Friday, 10:00AM-5:00PM

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 archival collections include materials relating to the history and evolution of the institution, as well as materials relating to the Science Center's collections of artifacts and specimens. Visit www.slsc.org.

Opportunities Offered

Internship
Volunteer

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids
Historical research

Schedule Availability

Monday-Friday, 9:00AM-4:30PM

Contact

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

Detailed Information

Projects may include organizing, inventorying, and cataloging archival documents and materials in the collections, sorting and filing documents, conducting research, and properly storing archival materials for long-term preservation and maintenance.

St. Louis Visitation Archives

About the Institution and Its Collections

Our holdings include over 600 linear feet of documents, photographs, paintings, and artifacts associated with St. Louis Visitation Monastery and Visitation Academy from 1833 to the present. Not only do the materials tell the history of Visitation Monastery and Academy, but also provides a glimpse into local, national, and world history from the 19th century to present. Visit <https://www.visitationacademy.org/about-viz/our-history/st-louis-visitation-archives>.

Opportunities Offered

Internship
Practicum
Volunteer

Project Types

Processing
Digitization
Data entry/indexing
Preservation/conservation
Creating finding aids
Exhibit design or installation
Historical research
Reference

Schedule Availability

M-F, 8:00AM-4:00PM

Contact

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

Sisters of the Good Shepherd North American Archives

About the Institution and Its Collections

The archives preserves the history of the unique ministry of The Sisters of the Good Shepherd in North America since 1843. Our collections document community life, sisters' lives, and the work of their ministries. Collections include organizational records, manuscripts, publications, photographs, sound recordings, moving and still images, art and ephemera. Our repositories are located in St. Louis MO, Carrollton OH, and Queens, NY. See <https://sistersofthegoodshepherd.com/>.

Opportunities Offered

Please inquire about specific opportunities

Project Types

Processing
Digitization
Data entry/indexing
Preservation/conservation
Creating finding aids
Exhibit design or installation
Historical research

Schedule Availability

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

Contact

Monte Abbot
mabbott@gspmna.org
314-381-3400

Southeast Missouri State University, Kent Library Special Collections and Archives

About the Institution and Its Collections

Special Collections & 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. Visit <https://library.semo.edu/service-areas/special-collections-and-archives>.

Opportunities Offered

Internship
Volunteer
Informational Interviews

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids
Marketing or outreach
Exhibit design or installation

Schedule Availability

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

Contact

Tyson Koenig
semoarchives@semo.edu
573-651-2245

State Historical Society of Missouri - St. Louis Research Center

About the Institution and Its Collections

The State Historical Society of Missouri is the premier research center for the study of Missouri state and local history. Founded in May 1898 by the Missouri Press Association and established as a trustee of the state a year later, SHSMO collects, preserves, and publishes materials that enhance research and support learning opportunities in the study of the Midwest. Research centers in Cape Girardeau, Columbia, Kansas City, Rolla, St. Louis, and Springfield provide access to an ever-growing number of reference materials and historical collections, which include manuscripts, newspapers, art, rare books, maps, photographs and oral histories. Visit shsmo.org.

Opportunities Offered

Internship
Volunteer

Project Types

Processing
Digitization
Data entry/indexing
Creating finding aids
Reference

Schedule Availability

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

Contact

A.J. Medlock
medlocka@shsmo.org
314-516-5214

Detailed Information

The State Historical Society of Missouri is pleased to provide learning opportunities to students through its Internship Program. Interns will be matched with SHSMO staff and given the chance to explore a variety of Society operations.

The Archives and Library intern will gain hands-on experience in processing, cataloging, digitizing, and learning preservation methods for small- to medium-size archival collections.

This opportunity is available to a limited number of students pursuing a history or library science degree with a concentration or interest in archival studies. An internship/practicum requiring specific criteria for credit can be accommodated.

Essential Duties: Learn proper document handling and care. Assist with assessment and organization of documents. Survey and process collections, including creating finding aids. Perform basic preservation including rehousing of materials. Digitize archival materials.

Minimum Qualifications: Desire to pursue career in archives or library field. Strong communication skills, both written and verbal. Excellent organizational skills. Attention to detail. Ability to work independently and with others. Ability to lift 35 lbs.

The position is on-site and unpaid. Interns will receive a one-year complimentary student membership to the State Historical Society of Missouri. To apply please email a letter of interest and resume to contact@shsmo.org.

Washington University in St. Louis

About the Institution and Its Collections

Washington University Libraries Julian Edison 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
Preservation/conservation
Exhibit design or installation
Reference

Schedule Availability

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

Contact

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

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.