



Archival Processing Intern:

Name of Institution: Moravian Archives Bethlehem

Location: Onsite, Bethlehem, PA

Application Deadline: June 30, 2025 by 11:59 pm EDT.

Internship Period: 12 weeks; *September 2, 2025 – November 21, 2025*

Compensation: Contract Position \$16/hour; 200 hours total

Position Description:

The Moravian Archives Bethlehem (MAB) is seeking graduate student candidates for an internship to assist in processing the records of Bethlehem's General Diacony. The Moravian Archives collects and preserves records and historical materials of Moravians in North America and makes them available to the public. It is the official repository of the records of the Moravian Church in America, Northern Province, and Bethlehem's founding in 1741, along with other historical events, are documented through the Archives' extensive holdings.

The General Diacony functioned as the financial bookkeeping of the Bethlehem Moravian Congregation during its first century of existence, from the 1740s to the mid-nineteenth century. The collection consist of over 60 linear feet of valuable ledgers, daybooks, cashbooks, journals, and other financial records that document the economic transactions not only of the Moravians internally but also their business with neighbors, local merchants, and tradespersons; all of which have remained largely untouched for over 200 years.

The Archival Processing Intern will be tasked with helping to establish intellectual control over the collection of the General Diacony. The intern will perform archival duties such as collection surveying, arrangement, description, rehousing and labeling, and indexing locations; they will be trained in archival practices and standards, collection handling, data entry, and database management. They will also have the opportunity to learn more about the MAB through participation in meetings and other interactions with staff. Desired skills and attributes include being detail-oriented, being receptive to feedback, and possessing a willingness to learn.

The successful candidate is currently enrolled in or having recently graduated from a graduate program, preferably in archival studies, information sciences, public history, or other like program and must pass a criminal background check. The internship is part-time, working hours are from 9:00 am- 4:00pm; however, the internship schedule is flexible within MAB's hours of operation and will be arranged with the successful applicant upon acceptance of internship position. This internship is funded through the Pennsylvania Historical & Museum Commission Historical & Archival Records Care Grant (HARC).



Key Responsibilities:

- Processing archival collection, including physical arrangement (sorting, boxing, and labeling).
- Inventory and describe materials; create database records in MAB's content management system.
- Conduct preservation assessment and rehouse collection materials.
- Develop content for Moravian Archives social media platforms to promote PHMC HARC grant project.

Preferred Qualifications:

- German language experience a plus but not required.
- Strong attention to detail, organizational skills, and ability to work independently.
- Interest in financial records.
- Strong initiative and ability to ask clarifying questions.

Application Instructions

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Application Guidelines

To apply, please submit the following documents:

- Resume
- One (1) letter of recommendation
- Statement of interest describing your qualification for and interest in the position
- Copy of current transcript (unofficial)

Applicant should submit the above materials in PDF format to info@moravianchurcharchives.org.

Contact Information

Contact Kaitlin Trainor (kaitlin@moravianchurcharchives.org) with any questions regarding the position or requirements for application materials.