

UNITED STATES COURT OF APPEALS FOR THE
SECOND CIRCUIT



VACANCY ANNOUNCEMENT

May 8, 2026

Reference No.: FY 26-11

Position Title: Summer Archives & Digital Collections Intern
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: \$20 to \$25 per hour
Depending on experience and qualifications
Closing Date: **Open until filled**
Expected Start Date: May 26, 2026

The Second Circuit Library is seeking a motivated and detail-oriented intern to assist with both the processing and cataloging of our physical archival materials, as well as the cataloging of digitized and born-digital materials. This internship offers hands-on experience in archival practices within a professional library setting.

POSITION OVERVIEW: The successful candidate will understand archives and collections, metadata standards, and best practices in library science. Tasks will include, but are not limited to:

- Assisting in the physical processing and arrangement of archival materials.
- Rehousing and labeling documents according to archival standards.
- Identifying objects for digitization projects.
- Creating and editing records in ArchivesSpace and CollectiveAccess to support finding aids and digital collections access.
- Describing digital objects using metadata standards (Dublin Core).
- Researching and writing descriptive content for physical and digital objects.

QUALIFICATIONS: Preference will be given to those currently enrolled in, or recently graduated from, an MLS/MLIS program, though all with relevant experience are welcome to apply.

The successful candidate will possess:

- A close attention to detail, with strong organizational skills.
- Excellent written and oral communication skills.
- An ability to work effectively under supervision and independently.
- Experience or familiarity with cataloging and archival standards and best practices.
- An interest in archives, special collections, or history.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The candidate(s) selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay required.

TO APPLY: Please email a cover letter and resume **as a single PDF attachment** to resumes@ca2.uscourts.gov, subject line: **“Summer Archives & Digital Collections Intern, Reference No. FY 26-11.”** When saving your documents as one PDF, it is important to name the file using only your **firstname_lastname**. Your cover letter should include your summer availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.