



**Job Title: Graduate Experiential Project - Archives Processing Response Team**

**Location: Cleveland, OH**

**Duration: Accepting applications throughout 2026**

**About Us:** The Women Religious Archives Collaborative (WRAC) is a nonprofit organization in Cleveland, OH with a mission to preserve the legacy of women religious in the United States. We are constructing a new heritage center slated to open in September 2027 that will house the archives of over 40 congregations of Catholic sisters across the United States and Canada and are seeking an intern to assist with the processing of the archival collections prior to the opening of the facility.

**Position Overview:** The Graduate Experiential Project - Archives Processing Response Team is an on-site immersive work experience in appraising, organizing, and describing archival collections. We will travel to a congregation in Ohio to work for 3-5 consecutive days to assess and prepare collections to be relocated to our facility in Cleveland. This experience offers a unique opportunity to learn hands-on skills in archival practices, contribute to the preservation of valuable historical records, and network with other professionals.

**Key Responsibilities:**

- Attend an orientation session to learn about the collection and scope of work.
- In collaboration with the lead archivist, appraise & arrange collection materials to WRAC's established standards.
- List contents of each container into a spreadsheet provided by the lead archivist.
- Collaborate with archivists and other participants during the work day.
- Perform preservation tasks, including rehousing and basic conservation to ensure proper handling and storage of archival materials.

**Qualifications:**

- Currently enrolled in or recently graduated from a graduate program in Library Science or Archival Studies.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.

- Ability to work independently and as part of a team.
- Familiarity with archival standards and practices is a plus.
- Proficiency in Microsoft Office Suite and other relevant software.

**Benefits:**

- Gain practical experience in archival processing and preservation.
- Work with a dedicated team of professionals.
- Opportunity to contribute to the preservation of historical records.
- Professional development and networking opportunities.
- Stipend of \$100/day and travel expense reimbursement. Meals and lodging included.

**Application Process:** Interested candidates should submit a resume, cover letter, and contact information to Sarah Lubelski, Lead Archivist, at [careers@archivescollaborative.org](mailto:careers@archivescollaborative.org). Please include “Graduate Intern - Archives Processing Response Team” in the subject line of your email. Applications are ongoing to create a pool of candidates from which to draw from when response team travel is scheduled.

**Equal Opportunity Employer:** WRAC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.