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.org](mailto:stlarchivists@gmail.org) for more information on the GAIN program and directory.

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# Monroe County History Museum

## About the Institution and Its Collections

Museum opened in 2008 with one gallery based on the Col. Edd Kueker gifted collection including transportation, Military artifacts from several wars, commerce and western artifacts - saddles and dioramas. There are permanent and yearly changing exhibits in various parts of the three galleries totaling approximately 8,500 sq.ft. The is a General Store from 1900s, diorama and artifacts from the private Allscheid Rock Shelter explored by archeologists from Washington University. There are currently two automobiles on loan (1917 & 1955) as well as a bedroom set from IL Governor's Mansion and several other items. Hundreds of items have been donated like the late 1800s Decker piano. We also have a presentation area with 50 chairs on the floor at all times. The next program is November 19 & 20, 2016 on the Civil War and "From Tablet to Tablet" on Dec. 11th both at 1:30. The museum a nonprofit located at 724 Elaine Drive in Waterloo. It is on Facebook and the website is www.monroecountyhistorymuseum.org.

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| Opportunities Offered Volunteer  Informational Interviews  Other:Internships for portfolio-building. | Project Types Data entry/indexing  Preservation/conservation  Creating finding aids  Social media  Exhibit installation  Media, marketing and outreach |
| Schedule Availability Saturdays and Sundays, 12:00PM-3:00PM. April through mid-December. | Contact Norma Reheis, President  [njreheis@hotmail.com](mailto:njreheis@hotmail.com)  618-514-1628 |

## Detailed Information

We are looking for creative ideas for organizing artifacts, marketing, fundraising, videos for smart TV use, improved signage and possibly moving from paper to digital.

# 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.

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| Opportunities Offered Internship  Practicum  Volunteer | Project Types Social media  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](mailto: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.

# 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 Science Center features more than 700 interactive exhibits in ten galleries. The behind-the-scenes historical collections include materials relating archaeological records, meteorological records and other references to early St. Louis science and technological development.

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| Opportunities Offered Internship  Volunteer | Project Types Processing  Data entry/indexing  Creating finding aids |
| Schedule Availability Monday-Friday, 9:00AM-4:00PM | Contact Kristina Hampton  [kristina.hampton@slsc.org](mailto:kristina.hampton@slsc.org)  314-286-4672 |

## Detailed Information

The Saint Louis Science Center seeks assistance in organizing and maintaining archival documents and materials in the collections. The archival materials focus on the 160 year history of the institution and a range of information. Assistance is needed to inventory and process documents, sort and file documents, fulfill research requests, and properly store archival materials.

# Salem United Methodist Church Archives

## About the Institution and Its Collections

Salem's Archives houses paper documents, ephemera, photos, artwork, and textiles dating back to its founding in 1841. Much of the information has genealogical value.

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| Opportunities Offered Internship  Volunteer  Informational Interviews | Project Types Data entry/indexing  Creating finding aids |
| Schedule Availability Monday-Friday, 11:00AM-2:00PM | Contact Elizabeth Terry  [eterryhistory@gmail.com](mailto:eterryhistory@gmail.com)  314-283-1779 |

## Detailed Information

Because the collections aren't large, the Finding Aids are fairly detailed. Projects include creating Finding Aids and creating a database of 20th century membership rolls.

# Missouri History Museum

## About the Institution and Its Collections

The Missouri History Museum collects books, documents, photographs, objects and film regarding the history of St. Louis.

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| Opportunities Offered Internship  Volunteer  Informational Interviews | Project Types Creating finding aids  Data entry/indexing  Digitization  Processing |
| Schedule Availability Monday-Friday, 9:00AM-5:00PM | Contact Molly Kodner  [mkodner@mohistory.org](mailto:mkodner@mohistory.org)  314-746-4518 |

# Webster University Archives

## About the Institution and Its Collections

The Webster University Archives serves as the official repository for the permanent records of the university. It also selectively collects personal papers, manuscripts, and other materials of individuals and organizations that have played a significant role in the history and development of the university. The primary goal of the Archives is to document the teaching, research, administrative, student life, and community service activities of the university since its inception in 1915. For more information, please visit our website at http://library.webster.edu/archives/index.html.

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| Opportunities Offered Volunteer  Informational Interviews | Project Types Processing  Digitization  Creating finding aids |
| Schedule Availability Monday-Friday, 9:00AM-4:00PM | Contact Kathy Gaynor  [kgaynor@webster.edu](mailto:kgaynor@webster.edu)  314-246-7811 |

# Federal Reserve Bank of St. Louis

## About the Institution and Its Collections

The Federal Reserve Bank of St. Louis Archives collects primary source materials and artifacts for the purpose of preserving and interpreting the history of the Federal Reserve Bank of St. Louis and the branch institutions of the Eighth Federal Reserve District.

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| Opportunities Offered Internship  Practicum  Informational Interviews | Project Types Processing  Digitization  Data entry/indexing  Creating finding aids  Social media  Digital preservation |
| Schedule Availability Monday-Friday, approximately 8:00AM-5:00PM | Contact Pamela Campbell  [pamela.d.campbell@stls.frb.org](mailto:pamela.d.campbell@stls.frb.org)  314-444-8907 |

## Detailed Information

Projects may be related to two distinct areas:

1)The Archives, which includes written or printed materials (including manuscripts, books, monographs, pamphlets, speeches, documents, et al); websites; electronic materials; data; photographs, photographic negatives and other visual materials; maps; audio and visual tapes; recordings and other oral history materials; artifacts of cultural, historical or technological significance; blueprints and drafting papers; and other types of materials.

2) FRASER, the free public digital library of the Federal Reserve Bank of St. Louis. FRASER’s mission is to safeguard and provide access to economic history—particularly the history of the Federal Reserve System. To this end, FRASER has been developed into a mixed subject and institutional repository that preserves and provides access to economic and banking data and to policy documents relevant to economic and financial history. Our collection includes analog materials digitized by FRASER staff, analog materials digitized by others specifically for the FRASER collections, analog materials digitized by other parties and of which FRASER has obtained digital copies, and born-digital materials

# 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.

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| Opportunities Offered Internship  Practicum  Volunteer  Informational Interviews | Project Types Processing  Data entry/indexing  Preservation/conservation  Creating finding aids  Exhibit installation |
| Schedule Availability Monday-Friday, 10:00AM-6:00PM | Contact Amanda Bahr-Evola  Head of Rare Books and Special Collections  [aevola@slpl.org](mailto: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.

# Missouri Civil War Museum

## About the Institution and Its Collections

This organization 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.

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| Opportunities Offered Internship  Volunteer  Information interviews | Project Types Please contact for more information. |
| Schedule Availability Daily 9:00AM-5:00PM, including weekends | Contact John Maurath or Mark Trout  [jmaurath@mcwm.org](mailto:jmaurath@mcwm.org)  314-845-1861 |

## Detailed Information

Since we are a new organization (3 years old), we are developing projects as we are able. The volunteer needs to be open to performing all sorts of tasks, including cleaning restrooms to handling priceless artifacts.

# 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 Archdiocese.

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| Opportunities Offered Internship  Practicum  Volunteer  Informational Interviews | Project Types Processing  Digitization  Data entry/indexing  Preservation/conservation  Creating finding aids  Social media |
| 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](mailto:renaschergen@archstl.org)  314-792-7026 |

## Detailed Information

We have a wide variety of projects that an intern could undertake for hands-on archival experience. Help us photograph and inventory paintings; process and preserve photographic negatives; digitize cassette tapes; photographs or manuscripts; arrange and describe orphanage records; organize and catalog our small in-house library; and more - just ask!

# Fontbonne University Archives

## About the Institution and Its Collections

Fontbonne University's Archives is the official storage facility for historical university records, including some resources of our founders, the Sisters of St. Joseph of Carondelet.

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| Opportunities Offered Volunteer | Project Types Data entry/indexing |
| Schedule Availability Monday-Friday, mornings | Contact Catherine Lucy  [clucy@fontbonne.edu](mailto:clucy@fontbonne.edu)  314-719-8026 |

## Detailed Information

Volunteer assistance is needed with indexing the photo collection. This job consists of entering data for the photos into an Excel spreadsheet. Attention to detail and accuracy are essential. Can accept one volunteer at a time.

# 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.

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| 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](mailto:susan.anderson-bauer@purina.nestle.com)  314-982-1992 |

# 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.

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| Opportunities Offered Internship  Practicum  Volunteer  Informational interviews | Project Types Processing  Data entry/indexing  Exhibit installation |
| Schedule Availability Monday-Friday, 8:00AM-5:00PM | Contact Dr. Shelly J. Croteau, C.A.  Assistant State Archivist  [shelly.croteau@sos.mo.gov](mailto:shelly.croteau@sos.mo.gov)  573.751.4303 |

## Detailed Information

Candidates must complete a background check and an application through Dr. Croteau for the main State Archives and for the branch in St. Louis. Work would be done with Michael Everman, CA, Archivist for Local Records Program at the Carnahan Courthouse, 1114 Market Street, Room 245, St. Louis MO 63101. His contact information is [Michael.Everman@sos.mo.gov](mailto:Michael.Everman@sos.mo.gov) and 314-588-1746. He also offers presentations to classes about court records, historical research or archival basic principles and practices.

# Archives & Museum of Optometry

## About the Institution and Its Collections

The AMO is part of Optometry Cares--The AOA Foundation and contains ~2,000 cubic feet of archival materials and ~2,000 cubic feet of museum objects collected by the American Optometric Association during the course of the last 100 years. Materials include organizational records, publications, sound recordings, moving and still images, manuscripts, art, ephemera, diagnostic and therapeutic instruments and commemorative memorabilia. The collection focus is on the profession, science and academic discipline of optometry and vision care.

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| Opportunities Offered Internship  Practicum  Volunteer | Project Types Processing  Digitization  Data entry/indexing  Preservation/conservation  Creating finding aids  Social media  Exhibit installation |
| Schedule Availability Monday-Friday, 8:00AM-5:00PM | Contact Kirsten Hebert  [khebert@aoa.org](mailto:khebert@aoa.org)  314-983-4136 |

## Detailed Information

For the next year, we will be entering our paper-based card catalog into PastPerfect and creating finding aids in accordance with DACS and EAD. We are using Preservica for digital collections. We are using our move as an opportunity to gain better intellectual control over our collections. Two interns from UMSL museum studies also work in tandem with us to process museum collections.

# Jesuit Archives: Central United States

## About the Institution and Its Collections

Religious archive focused on the history of the Society of Jesus in the United States.

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| Opportunities Offered Informational Interviews  Other: Hoping to expand into other opportunities once in our new location. | |
| Schedule Availability Monday-Friday, 8:30AM-4:30PM with break for lunch. | Contact Alexandra M. Bisio  [abisio@jesuits.org](mailto:abisio@jesuits.org)  314-758-7148 |

# 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.

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| Opportunities Offered Internship  Volunteer  Information interviews | Project Types Processing  Digitization  Data entry/indexing |
| Schedule Availability Some digitization work can be done remotely from home  Tuesday, Thursday-Sunday with fluctuating schedule | Contact David Huelsing  [archivist@mopac.org](mailto: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 new facility. Candidates interested in railroads/transportation history, modeling, and engineering would be most interested in these projects.

# Maryville University

## About the Institution and Its Collections

The collection consists of the records of Maryville University (1872- ), ca. 60 lin. ft., including records of faculty, staff, students, alumni files, institutional records, photographs, and student publications. Except for the Dowling Papers, the collection has received only preliminary organization. Edward Dowling, S.J., Papers, (1900-1960) ca. 36 lin. ft. Consists of correspondence, manuscripts, photos, and documents on Alcoholics Anonymous, Cana Conference, Recovery Inc., and other projects of Fr. Dowling.

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| Opportunities Offered Informational interviews |  |
| Schedule Availability Flexible | Contact Emma Prince  [eprince1@maryville.edu](mailto:eprince1@maryville.edu)  314-529-9194 |

# Society of Sacred Heart Archives

## About the Institution and Its Collections

The collection contains documents and artifacts from the early 1800s to the present, of the convents and schools of a Catholic religious order that first arrived in St. Louis in 1818.

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| Opportunities Offered Internship  Volunteer | Project Types Processing  Data entry/indexing  Creating finding aids |
| Schedule Availability Monday-Friday, 8:30AM-4:30PM | Contact Sr. Carolyn Osiek, RSCJ  [archives@rscj.org](mailto:archives@rscj.org)  314-367-1704 |

# Washington University

## About the Institution and Its Collections

Washington University Libraries 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.

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| Opportunities Offered Internship  Practicum  Information interviews | Project Types Processing  Digitization  Data entry/indexing  Creating finding aids  Social media  Exhibit installation |
| Schedule Availability Monday-Friday, 9:00AM-5:00PM | Contact Alison Carrick  [alison.carrick@wustl.edu](mailto:alison.carrick@wustl.edu)  314-935-5405 |