

Unpaid Internship Position Description

Position Title: Plans Library Intern
Agency: Department of Conservation and Recreation
Location: 10 Park Plaza, Boston - Hybrid
Duration: 09/22/2025 – 12/12/2025

Brief Description of Internship Position:

As part of the Commonwealth's Future of Work initiative, state agencies in Massachusetts are transitioning to using largely digital records systems. As a result, the Massachusetts Department of Conservation & Recreation (DCR) has undertaken a comprehensive digitization project for its collection of architectural and engineering drawings.

Under supervision of the Assistant Archivist, the intern will create item-level cataloging records using Excel for each of their assigned scans posted in our QAQC database. This metadata creation will help make the digital images available to DCR staff in a new digital asset management system created for the DCR Plans Library collection. Types of plans in this collection include bridges, land plans, flood control projects, parkways, buildings, landscapes, and recreational facilities located in Massachusetts state parks, forests, and reservations.

The intern will have an orientation explaining DCR metadata practices. Due to the digital nature of this project, there is the potential to be either in person, hybrid or fully remote (note that we require an in-person meeting for the first day).

Description of Duties and Responsibilities:

- Create item-level cataloging records using Excel for assigned cataloging scan job, representing one cabinet of plans in the Plans Library collection.
- Catalogue as many plans as possible, adhering to very specific and detailed Plans Library standards.
- The intern will capture all relevant pieces of information about each plan, including date, location, creator names, subjects, and much more.

Preferred Knowledge and Skills:

Must be an Archives grad student or recent grad. Cataloging experience is helpful.

Hours per week: 6 hours