



---

3000 N. Elbridge Ave., Chicago, IL 60618 - Phone (773) 342-8865 - [www.praachicago.org](http://www.praachicago.org)

## Position: Archive, Curatorial Assistant and Exhibition Development Intern

### EL Archivo Project Description:

The Puerto Rican Arts Alliance (PRAA) is a community-based organization dedicated to promoting Puerto Rican culture by maintaining traditions, promoting Puerto Rican arts, presenting arts and cultural educational programming, and cultivating pride in Puerto Rican heritage for future generations. PRAA seeks able interns to work in its Archives & Exhibition Program

El Archivo is a digital photo archive documenting the histories of Puerto Ricans in Chicago and the Midwest. The Archive collects relevant photographic images dating from as early as the 1920s to the 1990s. El Archivo is comprised of four collections: Puerto Rican Migration, Home & Family Life, Cultural & Social Life, and Puerto Rican Workforce & Military Experience. El Archivo is led by a community advisory committee and its collections are shaped through donations from families in the Midwest community. The archive addresses the need to preserve the migration history of an aging Puerto Rican population for future generations.

### Job Description:

The Puerto Rican Arts Alliance (PRAA) is seeking intern(s) to work in PRAA's El Archivo Project. Under the supervision of PRAA's El Archivo Project registrar/manager, the intern will be assigned tasks in the following areas:

#### Archive Department Duties:

- Perform donation intake
- Sort, organize and catalogue donors' materials
- Digitize and organize digital files
- Transcribe intake forms (English/Spanish)
- Conduct follow up donor interviews
- Data entry (PastPerfect ideal)

#### Exhibition Department Duties:

- Perform online and library curatorial research
- Write label copy
- Conduct or Assist in oral story collection
- Assist in exhibition installation/dismantling
- Graphic design knowledge

### Requirements:

- Interest in Puerto Rican/Latin@ studies and/or Latin@ Gender Studies related areas
- Experience or interest in library/information science and/or community archive projects
- Skilled in PastPerfect museum software, Microsoft: Word, Excel and Power Point
- Good communication and organization skills
- Bilingual (English/Spanish) written/conversational a plus
- Reliable transportation to/from PRAA offices (3000 N Elbridge Ave, Chicago)
- Flexible schedule
- Interest/experience working with diverse communities, backgrounds and ages
- Knowledge in Graphic Design and software ideal but not required

### Applications should be addressed to:

- Jorge Felix, El Archivo Project, Puerto Rican Arts Alliance - [jorge@praachicago.org](mailto:jorge@praachicago.org)

### Application should include:

- Current Resume
- Brief Statement (150-200 words) describing how the internship fits the applicant's educational goals
- Contact information of at least two educational or professional references