

The Army and Navy Club Job Description

Job Title: Library Intern
Department: Library
FLSA Status: Non-Exempt
Reports To: Club Librarian
Job Hours: Part time- 20 hours per Week

LIBRARY OVERVIEW

The Army and Navy Club Library is a not-for-profit library, archive, and art collection housed in The Army and Navy Club in the heart of Washington, DC. The Library collections, restores, and displays military-themed artwork and book for the education and pleasure of the Club's members, and to enrich public understanding of the numerous books, historical treasures, and artifacts in its possession.

JOB DESCRIPTION SUMMARY

The Army and Navy Club Library Trust (ANCLT) Intern will assist the Club Librarian with the day-to-day operation of a 20,000-title library, archive, and art collection.

JOB DESCRIPTION

- Processing books
- Shelving/re-shelving books; shelf-reading
- Inventorying and arranging paper archives
- Assisting Director of Art Collection
- Assisting with other project(s) as needed
- Answer questions from members, staff, and the public related to Club, military and general history topics

REQUIRED QUALIFICATIONS

- Enrollment in an ALA-accredited archival studies, public history, or library and information science degree program; enrollment in a related graduate program combined with archival experience or training; OR recent graduation from the same
- Ability to perform advanced word processing and spread sheet functions and to problem solve in the operating systems
- Ability to effectively utilize email
- Dress according to The Club's dress code standard (business casual)
- **The ANCLT is a drug free employer- a criminal background check will be conducted.**

PREFERRED QUALIFICATIONS

- Prior experience in a special library setting and/or completion of at least one course in archival theory and practice
- A cheerful, approachable, outgoing nature
- Ability to pleasantly and effectively present information and respond to questions in one-on-one, small and large group situations with members, guests, employees, and others. Ability to communicate oral and written instructions to others

WORKING CONDITIONS

- Small office environment
- Exposure to materials containing dust is regular; exposure to materials containing mold is possible

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required regularly to sit for long periods. The employee must use hands to handle, feel, and manipulate papers, a keyboard, and telephone with full range of motion. The employee is regularly required to reach with hands and arms with full range of motion. The employee frequently is required to walk and talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, and crouch. The employee must occasionally lift and move up to 25 pounds.

Employees must occasionally move through confined spaces without bumping fixed objects and moving people. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

PAY RATE & HOURS

The internship is a temporary, part-time position available for up to 20 hours per week, at a rate of \$20.00 per hour. Hours are flexible seven days a week, 8:00-18:00 work week, but the intern will be expected to set and maintain a consistent schedule. The Library Intern will be working onsite at The Army and Navy Club and this appointment is from June 2025-August 2025.

The Intern will be classed as an independent contractor and therefore will receive no employee-type benefits (i.e. PTO, insurance, transportation, etc).

JOB LOCATION

The Army and Navy Club is located in Washington, DC. As the Intern will be working onsite, it is recommended that they live in proximity to the city.

TO APPLY

Please email your resume and a cover letter to library@armynavyclub.org or mpeckham@armynavyclub.org.